



TOWNSHIP OF BLANDFORD-BLENHEIM COUNCIL MEETING AGENDA

Wednesday, October 01, 2025 at 04:00 PM

Watch via Live Stream on Township's YouTube [here](#)

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the October 1st, 2025 Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

5.a September 17th, 2025 Minutes of Council

Recommendation:

That the minutes of the September 17th, 2025 Regular Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

7.a Public Meeting under the Planning Act, Official Plan Amendment & Zone Change

7.a.1 OP25-08-1 & ZN1-25-05, Matthew & Jacklynn Bowcott

Recommendation:

That the Council of the Township of Blandford-Blenheim advise County Council that the Township does not support the application for the Official Plan Amendment (File No. OP25-08-1) submitted by Matthew and Jacklynn Bowcott for the lands legally described as Part Lot 6, Concession 6, as in 503194, Except Parts 8, 9, 10, 11, Registered Plan 41R-3091, S/T BD9457, Township of Blandford-Blenheim to include a site-specific policy to permit an animal crematorium as an On-Farm Diversified Use (OFDU); and further,

That the Council of the Township of Blandford-Blenheim not approve the Zone Change Application (File No. ZN1-25-05) submitted by Matthew and Jacklynn Bowcott, whereby the lands described as Part Lot 6, Concession 6, as in 503194, Except Parts 8, 9, 10, 11, Registered Plan 41R-3091, S/T BD9457, Township of Blandford-Blenheim, be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit an animal crematorium as an On-Farm Diversified Use (OFDU).

8. Delegations/Presentations

8.a Meghan House, Senior Policy Planner, Oxford County Planning & Jamie Cook, Watson & Associates, re: Updates to the Oxford County Growth Forecasts and Land Needs Analysis

Recommendation:

That the Presentation from Oxford County Planning and Watson and Associates regarding Updates to the Oxford County Growth Forecasts and Land Needs Assessment be received as information.

9. Correspondence

9.a Specific

None.

9.b General

9.b.1 County of Oxford, re: Updating the Implementation Policies of the Official Plan

9.b.2 Oxford OPP Detachment Board 2, re: Minutes from the May 21, 2024 Meeting

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

10.a Ray Belanger, Chief Building Official, CBO-25-09 - Monthly Report

Recommendation:

That Report CBO-25-09 be received as information.

10.b Jim Borton, Director of Public Works, PW-25-16 - Monthly Report

Recommendation:

That Report PW-25-16 be received as information.

10.c Trevor Baer, Manager of Community Services, CS-25-17 - Capital Purchase – Arena Water Softener Replacement

Recommendation:

That Report CS-25-17 be received as information; and further,

That Council authorize staff to proceed under the Township's Procurement Policy to purchase and install a new water softener at the Plattsville Arena, with funding to come from the Arena Reserve.

10.d Trevor Baer, Manager of Community Services, CS-25-18 - Monthly Report

Recommendation:

That Report CS-25-18 be received as information.

10.e Denise Krug, Director of Finance, TR-13-25 - 2026 Budget Survey Results

Recommendation:

That Report TR-25-13 be received as information.

10.f Kevin Brandt, Communications Coordinator / Deputy Clerk, DC-25-13 - Installation of Third Flag Pole

Recommendation:

That Report DC-25-13 be received as information; and further

That Council direct staff to include \$4,300 in a future budget cycle for the purchase and installation of a third flag pole at the Township Administration Office; and further,

That Council adopt the Flag Protocol Policy revision, to include the installation of a third flag pole, as attached to Report DC-25-13.

10.g Sarah Matheson, Director of Corporate Services / Clerk, DC-25-14 - Frivolous, Vexatious, or Unreasonable Complaints Policy

Recommendation:

That Report DC-25-14 be received as information; and further,

That Council adopt the Frivolous, Vexatious or Unreasonable Complaints Policy, as attached to Report DC-25-14.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

None.

16. By-laws

16.a By-law 2515-2025, Being a By-law to confirm the proceedings of Council.

Recommendation:

Be it hereby resolved that the following By-law be now read a first and second time:

- a. By-law 2515-2025, Being a By-law to confirm the proceedings of Council.

Recommendation:

Be it hereby resolved that the following By-law be now read a third and final time:

- a. By-law 2515-2025, Being a By-law to confirm the proceedings of Council.

17. Other

18. Adjournment and Next Meeting

Recommendation:

Whereas business before Council has been completed at <TIME>; and further,

That Council adjourn to meet again on Wednesday, October 15th, 2025 at 10:00 a.m. for the Council/Staff Capital Project Road Tour, with the Regular Meeting to begin at 4:00 p.m.



MINUTES

Wednesday, September 17, 2025 at 04:00 PM

Council Chambers

47, Wilmot St. S. Drumbo, ON

Streamed live to Township of Blandford-Blenheim YouTube Channel

Present:

Mayor M. Peterson, Councillor D. Barnes, Councillor B. Banbury and Councillor T. Young

Regrets:

Councillor N. Demarest

Staff:

CAO Brick, Clerk Matheson, Deputy Clerk Brandt, Drainage Superintendent Degier, Director of Protective Services Davidson, Deputy Director of Protective Services Van Wyk, Director of Public Works Borton, Chief Building Official Belanger, Manager of Community Services Baer and Planner Robson

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION 2025-09-17-01

Moved by - Councillor Young

Seconded by - Councillor Barnes

Be it hereby resolved that the agenda for September 17, 2025 Regular Meeting of Council be adopted as printed, and circulated.

Carried

4. Disclosure of Pecuniary Interest

None.

5. Minutes

5.a September 3, 2025 Minutes of Council

RESOLUTION 2025-09-17-02

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the minutes of the September 3, 2025, Regular Meeting

of Council be adopted, as printed and circulated.

Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

7.a Public Meeting under the Planning Act, Committee of Adjustment

RESOLUTION 2025-09-17-03

Moved by - Councillor Barnes

Seconded by - Councillor Banbury

Be it hereby resolved that Council move into Committee of Adjustment at 4:01 p.m.

Carried

**7.a.1 Application for Minor
Variance MVA04-25 for Mike &
Paula Johnson, 108 Main
Street South**

The Minutes can be found on the September 17th, 2025 Meeting of the Committee of Adjustment.

RESOLUTION 2025-09-17-04

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the Committee rise at 4:07 p.m., and that the Open Council meeting resumes.

Carried

8. Delegations/Presentations

**8.a Colleen Sarkisian & Sharon Jenne (nee Balkwill), re: Dedication of
Municipal Roadway Request**

Mrs. Sarkisian and Mrs. Jenne (both nee Balkwill) presented a request to dedicate a portion of Blenheim Road, in the Township of Blandford-Blenheim to the Balkwill family. Council discussed and directed staff to bring a report regarding the dedication request to a future

RESOLUTION 2025-09-17-05

Moved by - Councillor Banbury

Seconded by - Councillor Barnes

Be it hereby resolved that the delegation from Colleen Sarkisian and Sharon Jenne (nee Balkwill) be received as information; and further,
That Council direct staff to bring a Report regarding the request at a future meeting.

Carried

8.b Terry McDougall, Plattsville & District Lions Club President, re: Naming Rights to the Plattsville Pavilion in Plattsville Park

Mr. McDougall presented a request for the Plattsville & District Lions Club to have the naming rights to the Plattsville Park Pavilion. Council discussed the request and directed staff to bring a report regarding the naming request to a future meeting.

RESOLUTION 2025-09-17-06

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that the delegation from Terry McDougall, President of the Plattsville Lions Club, be received as information; and further,
That Council direct staff to bring a Report regarding the request at a future meeting.

Carried

8.c Kimberly Earls, South Central Ontario Region EDC Executive Director, re: Regional/Partner Update

Mrs. Earls and Mrs. Kyle presented the South Central Ontario Region Economic Development Corporation's annual regional partner update.

RESOLUTION 2025-09-17-07

Moved by - Councillor Young

Seconded by - Councillor Barnes

Be it hereby resolved that the presentation from Kimberley Earls and Jennifer Kyle of SCOR EDC be received as information.

Carried

9. Correspondence

9.a Specific
None.

9.b General
None.

10. Staff Reports

10.a Drew Davidson, Director of Protective Services, FC-25-13 - August Monthly Report

RESOLUTION 2025-09-17-08

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that Report FC-25-13 be received as information.

Carried

10.b Drew Davidson, Director of Protective Services, FC-25-14 - OFM Grant

RESOLUTION 2025-09-17-09

Moved by - Councillor Young

Seconded by - Councillor Barnes

Be it hereby resolved that Report FC-25-14 be received as information; and further, That Council approve the allocation of this year's Ontario Firefighter Cancer Prevention Grant toward the proposed cancer-prevention initiatives, as outlined in the report.

Carried

10.c Drew Davidson, Director of Protective Services, FC-25-15 - Camp 85 Review

RESOLUTION 2025-09-17-10

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Report FC-25-15 be received as information.

Carried

10.d Drew Davidson, Director of Protective Services, FC-25-16 - Princeton Station – Capital Expenditures

RESOLUTION 2025-09-17-11

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that Report FC-25-16 be received as information; and further, That Council authorizes staff to make the necessary 2025 Princeton Fire Station Project expenditures in the amount of \$122,000.00 as outlined in Report FC-25-16, it being noted that listed 2025 project expenditures be funded from the Fire Reserve.

Carried

10.e Adam Degier, Drainage Superintendent, DS-25-02 - Petition for Drainage - Sparks Drain

RESOLUTION 2025-09-17-12

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that Report DS-25-02 be received as information; and, That Council accepts the petition for drainage works for Lot 9 and 10, Concession 4, Blenheim, Township of Blandford-Blenheim, from John Pynenburg, in the affected area of the existing private Sparks Drain; and further, That the Clerk notify the Grand River Conservation Authority that the Township of Blandford-Blenheim has received a petition for drainage work and that they intend to proceed with this petition.

Carried

10.f Denise Krug, Director of Finance, TR-25-12 - Budget Schedule

RESOLUTION 2025-09-17-13

Moved by - Councillor Banbury

Seconded by - Councillor Barnes

Be it hereby resolved that Report TR-25-12 be received as information; And further that Council adopt the budget schedule for the 2026 Operating and Capital Budgets, set out in Report TR-25-12.

Carried

10.g Kevin Brandt, Deputy Clerk/Communications Coordinator, DC-25-09 - Corporate Communications Plan 2025

RESOLUTION 2025-09-17-14

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Report DC-25-09 be received; and further,
That Council adopt the Township of Blandford-Blenheim Corporate Communications Plan 2025 as presented in Report DC-25-09 as a guiding framework for communications.

Carried

10.h Kevin Brandt, Deputy Clerk/Communications Coordinator, DC-25-12 - Launch of Updated Township Website

RESOLUTION 2025-09-17-15

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that Report DC-25-12 be received as information; and further,
That Council formally recognize the launch of the redesigned municipal website and direct staff to continue promoting the updated site through Township communication channels and monitor website analytics and user feedback to guide ongoing improvements

Carried

10.i Sarah Matheson, Director of Corporate Services/Clerk, DC-25-10 - Graphic Image By-law Amendment

RESOLUTION 2025-09-17-16

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Report DC-25-10 be received as information, and further;
That Council amend By-law 2354-2023, being a By-law to regulate the delivery of graphic images in the Township of Blandford-Blenheim.

Carried

10.j Sarah Matheson, Director of Corporate Services/Clerk, DC-25-11 - January 2026 Meeting Schedule

RESOLUTION 2025-09-17-17

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that Report DC-25-11 be received as information; and,
That the Council Meeting scheduled for January 7th, 2026 be cancelled and the following meetings be established for the month of January 2026:

- January 14th, 2026, Regular Council Meeting, beginning at 4:00 p.m.; and,
- January 21st, 2026 (third Wednesday of the month), Operating Budget & Capital Budget/Long Term Capital Plan Meeting, beginning at 10:00 a.m

Carried

11. Reports from Council Members

Mayor Peterson acknowledged the upcoming 175th Drumbo Fair, scheduled for September 20–21, 2025.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

RESOLUTION 2025-09-17-18

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 5:32 p.m. to discuss:

a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s.239 (2)(f)]

Re: Legal Matters

Carried

RESOLUTION 2025-09-17-19

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:45 p.m. and reports the following:

That Council provided direction to staff regarding Report CAO-25-23.

Carried

16. By-laws

16.a By-law 2513-2025, Being a By-law to amend By-law 2354-2023, a By-law to regulate delivery of graphic images in the Township of Blandford-Blenheim.

16.b By-law 2514-2025, Being a By-law to confirm the proceedings of Council.

RESOLUTION 2025-09-17-20

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that the following By-laws be now read a first and second time:

- a. By-law 2513-2025, Being a By-law to amend By-law 2354-2023, a By-law to regulate delivery of graphic images in the Township of Blandford-Blenheim; and,
- b. By-law 2514-2025, Being a By-law to confirm the proceedings of Council.

Carried

RESOLUTION 2025-09-17-21

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the following By-laws be now read a third and final time:

- a. By-law 2513-2025, Being a By-law to amend By-law 2354-2023, a By-law to regulate delivery of graphic images in the Township of Blandford-Blenheim; and,
- b. By-law 2514-2025, Being a By-law to confirm the proceedings of Council.

Carried

17. Other

None.

18. Adjournment and Next Meeting

RESOLUTION 2025-09-17-22

Moved by - Councillor Young

Seconded by - Councillor Barnes

Whereas business before Council has been completed at 5:46 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, October 1st, 2025 at 4:00 p.m.

Carried

Mark Peterson, Mayor

Sarah Matheson, Clerk

To: Mayor and Members of Township of Blandford-Blenheim Council

From: Dustin Robson, Development Planner, Community Planning

Applications for Official Plan Amendment and Zone Change OP 25-08-1 and ZN1-25-05 – Matthew and Jacklynn Bowcott

REPORT HIGHLIGHTS

- The subject Official Plan Amendment Application and Zone Change Application propose to include site-specific policies to permit an animal crematorium, approximately 929 m² (10,000 ft²) in size, as an On-Farm Diversified Use (OFDU).
- Planning staff recommend that the application not be approved as the proposal is beyond the scale considered reasonable for an OFDU and is not consistent with the policies of the Provincial Planning Statement and does not maintain the intent and purpose of the Official Plan regarding permitted uses in prime agricultural areas.

DISCUSSION

Background

APPLICANTS/OWNERS:

Matthew and Jacklynn Bowcott
806012 Oxford Road 29, Innerkip, ON N0J 1M0

AGENT:

Zelinka Priamo Ltd. (Danieli Sikelero Elsenbruch)
318 Wellington Road, London, ON N6C 4P4

LOCATION:

The subject lands are described as Part Lot 6, Concession 6, as in 503194, Except Parts 8, 9, 10, 11, Registered Plan 41R-3091, S/T BD9457, in the Township of Blandford-Blenheim. The lands are located on the south side of Oxford Road 29 and the east side of Blandford Road and are municipally known as 806012 Oxford Road 29.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “B-1”	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve and Environmental Protection
Schedule “C-1”	County of Oxford Environmental Features Plan	Provincially Significant Wetlands
Schedule “C-2”	County of Oxford Development Constraints Plan	Unstable Soil

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BYLAW 1360-2002:

Existing Zoning: 'General Agricultural Zone (A2)'

Proposed Zoning: 'Special General Agricultural Zone (A2-sp)'

PROPOSAL:

The applicants have submitted Official Plan Amendment and Zone Change Applications that propose to permit an animal crematorium as an On-Farm Diversified Use (OFDU). According to the information provided, the development that the applicants are proposing would include an approximately 929 m² (10,000 ft²) crematorium building, a parking lot accommodating 24 spaces, an outdoor garden area, and a new driveway accessing Blandford Road. The crematorium building would contain a loading area located at the rear (east side) of the building. A 3 m (9.8 ft) landscaped buffer is proposed around the crematorium.

The proposal includes four emission stacks that would be connected to the incinerators within the facility. The stacks would project 5 m (16.4 ft) above the peak of the crematorium building, which is proposed to be 6.7 m (21.9 ft). Each stack would contain emission controls that are monitored. In addition, it shall be noted that the applicants would be required to obtain an Environmental Compliance Approval (ECA) from the Ministry of the Environment, Conservation, and Parks (MECP) prior to being permitted to operate. The purpose of the ECA process is to ensure that the business will comply with provincial standards in terms of emissions and discharges related to air, noise, waste, and sewage.

The applicants have advised that the crematorium is intended to be used for equine and 'companion animals,' which would generally consist of small animals. The applicants have also advised that they could offer services for the cremation of wild animals to support local authorities, if needed. Small animal euthanasia is not anticipated to occur on-site. Euthanasia services for equine may be offered on-site as one of the owners maintains the appropriate licence to do so.

Initial operating hours of the business would be a standard 8:00 am – 5:00 pm schedule, however, the applicants have indicated that the business may operate 24 hours a day in the future. The applicants have advised that visitation from the public would be limited and by appointment only. Depending on the workload, employees at the business will range from six to 12 individuals in various part-time and full-time roles. This number includes drivers of vehicles that the business would use to transport animal remains. The vehicles would leave in the morning and return in the afternoon according to the agent.

The subject lands are approximately 31.8 ha (78.7 ac) in size and contain a building cluster on the north side of the lands, more than 200 m (656 ft) from the location of the proposed animal crematorium. The building cluster contains a single detached dwelling (circ. 2012), a pool house, a pool, and a barn. The remainder of the lands are utilized for cash-cropping purposes and are rented out to a farmer who does not reside on-site.

The subject lands contain an area of significant woodlands, non-provincially significant wetlands, Provincially Significant Wetlands (PSW), and areas to the south and west of the proposed animal crematorium that are regulated by both the Upper Thames River Conservation Authority (UTRCA) and the Grand River Conservation Authority (GRCA).

Surrounding land uses are predominantly agricultural in nature in all directions of the subject lands. In addition to the agricultural uses, there is a recreational use (Innerkip Highlands Golf

Club) to the west, non-farm rural residential uses to the north and west, and an animal kennel to the south of the subject lands. The subject lands are located approximately 560 m (1,837.2 ft) from the nearest residential subdivision, which is Elisabeth Street located to the east of the Village of Innerkip.

Plate 1, Location Map and Existing Zoning, shows the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), provide an aerial view of the subject lands and surrounding uses, as they existed in Spring 2020.

Plate 3, Official Plan Designation Map, shows the Official Plan designations of the subject lands and surrounding lands.

Plate 4, Applicants' Sketch, identifies the location of the proposed animal crematorium, parking area, outdoor garden area, and driveway.

Plate 5, Applicants' Rendering, shows the intended design of the animal crematorium building.

Application Review

2024 Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act. The policies of the PPS represent minimum standards and planning authorities, and other decision makers may go beyond these minimum standards to address matters of local importance, unless doing so would conflict with any PPS policy. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Direction for rural areas in municipalities are found in Section 2.5 of the PPS. Rural areas are comprised of rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and resource areas. In Oxford County, all lands located outside of designated settlement areas are considered to be a prime agriculture area, with the applicable policies for such areas primarily contained in Section 4.3. of the PPS.

Section 4.3 of the PPS directs that planning authorities are required to use an agricultural system approach, based on provincial guidance, to maintain and enhance a geographically continuous agricultural land base and support and foster the long-term economic prosperity of the 'agri-food network' (i.e. elements important to the viability of the agri-food sector such as agricultural operations and primary processing, infrastructure, agricultural services, farm markets, distributors etc.). Further, that prime agricultural areas shall be designated and protected for long term agricultural use.

The PPS defines agricultural uses to mean the growing of crops, including nursery, biomass and horticulture crops, as well as the raising of livestock and animals for food, fur or fibre including poultry and fish, apiaries, agro-forestry, maple syrup production and associated on-farm buildings and structures, including accommodation for full-time farm labour when the size and nature of the operation require additional employment.

Section 4.3.2 (Permitted Uses) of the PPS indicates that permitted uses and activities are: agricultural uses, agriculture-related uses, and on-farm diversified uses. Permitted uses within prime agricultural areas shall be compatible with and shall not hinder surrounding agricultural operations. Criteria for these uses may be based on provincial guidance or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

The PPS provides definitions for both agriculture-related use and on-farm diversified use:

Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, uses that produce value-added agricultural products, and electricity generation facilities and transmission systems, and energy storage systems.

Section 4.3.5 (Non-Agricultural Uses in Prime Agricultural Areas) of the PPS directs that 'non-agricultural uses' in prime agricultural areas may only be permitted for the extraction of minerals, petroleum resources and mineral aggregate resources or limited non-residential uses provided that:

- the land does not comprise a specialty crop area;
- the proposed use complies with MDS;
- there is an identified need for the land to accommodate the proposed use; and
- alternative locations have been evaluated and there are no reasonable alternative locations that avoid prime agricultural areas or are on lower priority agricultural land.

Further, impacts from any new or expanding non-agricultural uses on the agricultural system are to be avoided and, where avoidance is not possible, minimized, and mitigated as determined through an agricultural impact assessment.

With respect to the above noted reference to Provincial guidance in 4.3.2 of the PPS, the province has published a document entitled 'Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas' which provides further detail and direction on appropriate types of 'agriculture-related uses' and 'on-farm diversified uses' and associated review criteria, in accordance with the PPS policies. The document is also referred to as Publication 851.

The document contains guidance for agriculture-related uses, being farm-related commercial and/or industrial uses, which may include retailing of agriculture-related products, livestock assembly yards, and farm equipment repair shops, if they meet all the PPS criteria for such uses.

The review criteria for on-farm diversified uses indicate that they shall be located on a farm that is actively in agricultural use and be secondary to the principal agricultural use of the property, be limited in area, and be compatible with and not hinder surrounding agricultural operations.

The general intent of the limited in area criterion is to minimize the agricultural land taken out of production if any, ensure agriculture remains the main land use, and limit off-site impacts (e.g. traffic and changes to the rural character of the property) to ensure compatibility with surrounding agricultural operations. The approach to the limited in area criterion is intended to

achieve a balance between farmland protection and economic opportunities for farmers, improve consistency in approach, and provide flexibility as such uses and owners change.

The guidelines indicate that the “limited in area” criterion should be based on the total area of the farm property occupied by the on-farm diversified use (i.e. buildings, outdoor storage, landscaped areas, well and septic systems, parking, new driveways etc.) and that such area does not exceed 2% of the lot area. Municipalities may further scope the scale of on-farm diversified uses by limiting the number or place of residence of employees, number of businesses, percentage of products sold that are produced on the farm, the floor area of buildings and outdoor storage.

The guidelines indicate that, if the area of an on-farm diversified use exceeds these recommended thresholds, consideration should be given to the non-agricultural use policies and, further, that on-farm diversified uses that are proposed to grow beyond these limits, either incrementally or otherwise, are not supported.

For further clarity, Section 2.3.3 of the guideline document sets out various uses that would typically not be considered OFDUs, including:

- large-scale equipment or vehicle dealerships, hotels, landscape businesses, manufacturing plants, trucking yards
- uses with high water and sewage needs and/or that generate significant traffic, such as large food processors, distribution centres, full-scale restaurants, banquet halls
- large-scale recurring events with permanent structures
- institutional uses (e.g., churches, schools, nursing homes, cemeteries)
- large-scale recreational facilities such as golf courses, soccer fields, ball diamonds or arenas

Finally, the guidelines indicate that, since the PPS requires settlement areas to be the focus growth and development, large-scale industrial and commercial buildings that are more appropriate to locate in settlement areas are not permitted in prime agricultural areas and, as such, recommends that municipalities cap the gross floor area of buildings for on-farm diversified uses at a scale appropriate to prime agricultural areas.

Official Plan

The subject lands are located within the Agricultural Reserve and Environmental Protection designations according to the Township of Blandford-Blenheim Land Use Plan, as contained in the Official Plan. The Environmental Protection designation represents natural heritage features, such as wetlands and woodlands. The proposed animal crematorium would not be located within the Environmental Protection designated lands. The policies of the Agricultural Reserve designation permit a wide range of agricultural uses and farm buildings and structures necessary to the farming operation, including accessory residential uses required for the farm. Agriculture-related uses and secondary uses, such as On-Farm Diversified Uses (OFDUs) and home occupations, may also be permitted, if they comply with all applicable review criteria.

The County, as part of broader agricultural policy updates recently approved by the Province (i.e. in early 2024), has established comprehensive, locally tailored, Official Plan policies and criteria for such uses to further clarify and expand upon the PPS policies and guidelines for such uses. As such, the review criteria for permitted uses in prime agricultural areas specified in these policies serve as the municipal approach, as set out in municipal planning documents, that achieves the same objective as provincial guidance with respect to such uses, as permitted by the PPS.

Section 3.1.4.3 speaks to Secondary Uses, which are comprised of on-farm diversified uses and rural home occupations, together with Agricultural Related Uses, are intended to provide opportunities to strengthen and diversify the rural economy, by allowing for the establishment of businesses and services that support or improve agriculture in the area, supplement and diversify farm incomes, and/or provide home based employment opportunities for farms and other rural residents (i.e. home occupations on rural residential lots). Such uses must be compatible with and not hinder agricultural operations, be appropriate for rural services, not undermine or conflict with the planned function of rural settlements and meet various other development criteria.

Section 3.1.4.3.2 of the Official Plan indicates that OFDUs are intended to provide reasonable opportunities for farmers to diversify their farming operation and/or supplement their income from farming, by allowing for certain small-scale business activities to be established as a secondary use on their farm. The policies further direct that such uses may be permitted on an agricultural lot in accordance with various policy criteria, including limitations on the type, size, scale, and area of such uses, primarily to ensure such uses are:

- clearly secondary to the principal agricultural operation on the lot and limited in area;
- are compatible with, and do not hinder, surrounding agricultural operations;
- protect prime agricultural areas for the long term;
- are appropriate for rural infrastructure and public services; and
- do not undermine or conflict with the planned function of settlements.

Generally, the policies contained in the Official Plan direct that OFDUs will only be permitted on an agricultural lot that is being actively farmed and must be clearly secondary to the agricultural operation on the lot in terms of size, scale, and importance. The policies contained in the Official Plan permit the following uses as an OFDU, provided they meet all applicable policy criteria:

- A rural home industry;
- A value-added agricultural facility serving a number of local area farms;
- A value retaining facility;
- A farm-related tourism use;
- A smaller scale agriculture-related use;
- A farm winery; or
- A ground-mounted solar facility.

Additionally, the Official Plan policies specifically identify the following uses that shall not be permitted as an on-farm diversified use:

- Retail uses, office, medical/dental clinics and restaurants;
- Residential uses or accommodation, except for limited, short-term accommodation, including farm vacation rental or bed and breakfast;
- Institutional uses;
- Recreational uses and special event facilities;
- Large scale commercial and industrial uses; and
- Other uses that may attract large numbers of customers or other people, generate significant traffic or not otherwise be appropriate for rural infrastructure or services, create compatibility or enforcement issues, undermine or conflict with the planned function of rural settlements, or otherwise not be consistent with the applicable policies of the Plan.

Wholesaling or retailing are not permitted, except where it is clearly ancillary to the permitted OFDU and limited to small portion of the total gross floor area, the goods or merchandise offered

for sale are produced, processed or fabricated on the farm lot, or it is restricted to the sale of farm inputs (e.g. feed, seeds, or fertilizer) primarily to farm operations in the area.

The area used and/or occupied by an OFDU (including buildings, areas for loading and unloading product, driveways and parking, well and septic systems etc.) will be limited to the minimum area required for the use and will not exceed 2% of the total lot area, to a maximum of 0.8 ha (2 acres).

The policies state that the maximum gross floor area of all buildings and/or structures used for the purposes of an OFDU shall be regulated through the provisions of the Township Zoning By-law, provided that the cumulative gross floor area of all buildings and/or structures used or occupied by an OFDU shall not exceed 557 m² (6,000 ft²), except for limited, minor exceptions as set out in the policies. Further, proposals for such uses shall include a detailed description of the proposed use and be accompanied by a detailed site plan and such uses shall generally be subject to site plan control.

In addition to the foregoing, the OFDU shall directly involve the farmer living on the same lot as the use and may also involve any other permanent residents on the lot, and up to two employees who do not reside on the lot. A limited number of additional seasonal employees may be permitted for a farm-related tourism use.

Concerning on-site services for OFDUs, existing or proposed individual on-site water services and individual on-site sewage services shall be demonstrated to be adequate or will be made adequate to serve the proposed OFDU and shall be in accordance with the requirements of the County and Area Municipality, including the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

OFDUs that require individual on-site sewage services that have a design capacity in excess of 10,000 litres per day shall generally not be permitted. On-farm diversified uses must also be appropriate for other rural infrastructure and public services (paramedics, fire, etc.).

Proposals for new or expanding OFDUs which would exceed the number of employees, gross floor area, or site area restrictions will not be permitted unless they comply with the agriculture-related use policies. Reasonable exceptions to the gross floor area and/or number of employees may be considered on site specific basis for a value retaining facility, value added agricultural facility, and/or smaller agriculture-related use, where Area Council is satisfied that such use could not reasonably be located within a rural settlement. Proposal that cannot comply with the agriculture-related use policies (Section 3.1.4.3.3) shall be directed to be located, or relocate, in a settlement or must comply with the applicable policies for non-agricultural uses.

Section 3.1.4.3.3 considers the objectives and criteria for agriculture-related uses within the Agricultural Reserve designation. The intent of the policies is to:

- ensure that all agriculture-related uses:
 - are directly related to farm operations in the area,
 - require a location in close proximity to those farm operations,
 - support agriculture, and
 - provide direct products and/or services to farm operations as their primary activity;
- minimize the amount of agricultural land which is developed for agriculture-related uses;
- ensure that new agriculture-related uses are directed to rural settlements wherever feasible to support the planned employment and/or service function of the settlements in the County; and
- ensure that agriculture-related uses are compatible with and do not hinder surrounding agricultural operations and other nearby land uses.

The Official Plan policies outline various uses that shall not be permitted as agriculture-related uses:

- Retail uses, offices, and restaurants, except where explicitly permitted by the Official Plan policies;
- Residential uses or accommodation;
- Institutional uses;
- Recreational uses;
- Banquet halls and special event facilities;
- Mechanics shops, automobile and recreational vehicle dealerships, distilleries, trucking operations, wrecking yards, contractors' yard, landscaper business, well drillers, excavators, building suppliers and other general commercial and industrial uses; and
- Other uses that may attract large numbers of customers or other people, generate significant traffic or not otherwise be appropriate for rural infrastructure or services, create compatibility or enforcement issues, undermine or conflict with the planned function of rural settlements, or otherwise not be consistent with the applicable policies of the Plan.

Further, agriculture-related uses shall not undermine or conflict with the planned employment and/or service functions of settlements in the County. As such, the proponent is required to demonstrate that the proposed agriculture-related use is not suitable for, and/or cannot reasonably be accommodated within a settlement.

According to Section 3.1.5, it is an objective of the Official Plan to only permit new non-agricultural uses where such uses do not conflict with the 'Goal for Agricultural Policies', as set out in Section 3.1.1, to preserve and protect prime agricultural areas for long term viable agricultural use and avoid or minimize potential impacts on agricultural operations, and direct non-agricultural uses to settlements wherever possible.

Non-agricultural uses include commercial, industrial, institutional, infrastructure, public works yards, recreational, and residential uses that are not directly related to, or supportive of agriculture. Within the Agricultural designation, the use of prime agricultural land for agricultural, mineral, petroleum and environmental resources will be given a higher priority in land use decision making than its use for non-agricultural uses.

To maintain the agricultural land resource for agriculture and related uses, and ensure new commercial, industrial and institutional uses develop on an appropriate level of services and are directed to settlements to support their planned service and employment functions, new non-agricultural commercial, industrial and institutional uses will not be permitted within the Agricultural Reserve, except in accordance with the policies of Section 3.1.7.2.

Section 3.1.7.2 directs that proposals to amend the Official Plan to permit the establishment of new non-agricultural uses in the Agricultural Reserve must provide compelling evidence to demonstrate that the proposed non-agricultural use cannot be located within a settlement and that the following considerations have been addressed:

- Justification analysis which shows that:
 - there is a demonstrated need within the planning period for additional land to be removed from agricultural production and re-designated for the proposed use, given the nature and capacity of undeveloped lands within settlements and/or within other appropriate land use designations;

- nature of the proposal and whether the use requires special locational requirements or physical features that are only available in prime agricultural areas;
- the amount of land proposed for the new development is the minimum required for the immediate needs of the proposed use; and,
- Agricultural impact analysis, which demonstrates:
 - the lands do not comprise a specialty crop area;
 - there are no reasonable alternatives which avoid prime agricultural areas;
 - there are no reasonable alternatives on lands with lesser agricultural capability or on lands left less suitable for agriculture by existing or past development;
 - MDS I is satisfied; and,
 - Impacts from the new use on nearby agricultural operations are mitigated to the extent possible.
- The level of servicing planned or available is consistent with the servicing hierarchy established in Section 5.5.3 of this Plan for individual on-site water and individual on-site sewage services.
- The proposed use shall be compatible with and not hinder surrounding agricultural operations and nearby land uses.
- The proposed use shall not create traffic hazards, and the road infrastructure shall be capable of accommodating the new use or expansion.
- The proposal is consistent with Environmental Resource Policies and Cultural Heritage Policies.
- The proposal will not conflict with Resource Extraction Policies.
- The proposal is acceptable regarding the ability to achieve the Goal for Agricultural Policies as set out in Section 3.1.1, the precedent to be established for other sites within the County and the ability to implement planned land uses in the vicinity.

Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' according to the Township of Blandford-Blenheim Zoning By-law, which permits a wide range of agricultural uses, including farm buildings and an accessory dwelling, and requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft). The maximum height for buildings within the A2 zone is 15 m (49.2 ft).

The Township of Blandford-Blenheim Zoning By-law does not specifically list an animal crematorium in Table 5.18.2.1 – Parking Standards. For proposed uses that are not specifically listed within the parking standard table of the Zoning By-law a calculation rate of 1 parking space per 40 m² (430.6 ft²) is applied. At a size of 929 m² (10,000 ft²) the parking calculation would result in the need for 23.3 parking spaces, rounding up to 24 parking spaces. For situations where the required parking spaces is between 13 and 100 spaces, 4% of required parking spaces shall be accessible spaces. The applicants are proposing 24 parking spaces, including two accessible parking spaces.

Agency Comments

The Township Chief Building Official has indicated that any detached structures over 15 m² (161.4 ft²) building permits as well as septic permits for any plumbing fixtures.

The Oxford County Public Works Department, the Township Drainage Superintendent, the Township Director of Protective Services, the Upper Thames River Conservation Authority

(UTRCA), the Grand River Conservation Authority (GRCA), Southwestern Public Health, and Canada Post have indicated no concerns with the proposal.

Public Consultation

In accordance with the requirements of the *Planning Act*, notice of complete application regarding this proposal was provided to surrounding property owners on July 4th, 2025, and notice of public meeting was issued on September 11th, 2025. As of the date of this report, 11 letters of concern have been received from members of the general public. A petition against the proposal has been submitted to Staff containing more than 190 signatures. Two letters of support from a member of the general public and Rural Oxford Economic Development have also been received. Copies of each letter and the petition have been attached to Report CP 2025-283 for Council's consideration.

Planning Analysis

2024 Provincial Planning Statement

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long-term use for agriculture. Permitted uses and activities within a prime agricultural area include agricultural uses, agriculture-related uses, and on-farm diversified uses.

Planning staff have assessed the proposed animal crematorium in accordance with the PPS policies and provincial guidelines pertaining to permitted uses in prime agricultural areas. The subject lands do not comprise a specialty crop area as defined by the PPS but are actively farmed and the majority of lands are located within a prime agricultural area consisting of Class 2 type soil based on the Canada Land Inventory (CLI). In consultation with the Township Chief Building Official (CBO) it was determined that the proposed animal crematorium would be viewed similarly as a deadstock handling facility in terms of Minimum Distance Separation (MDS) requirements. In accordance with The Minimum Distance Separation (MDS) Document provided by the Province of Ontario (otherwise known as Publication 853) deadstock handling facilities are exempt from MDS I and MDS II regulations.

The PPS policies pertaining to OFDUs require, along with meeting other criteria, that such uses be secondary to the principal agricultural use and limited in area in order to minimize the amount of land taken out of agricultural production, ensure agriculture remains the main land use, and limit off-site impacts. The related provincial guidance indicates that the area required for the OFDU shall include all land occupied by, or no longer available for agricultural production as a result of, the OFDU, including buildings, outdoor storage, landscaped areas, private services, and parking. However, it is noted that, as permitted by the PPS, the County of Oxford Official Plan sets out more specific, locally developed and Provincially approved, size/area and other scale criteria for such uses, which are reviewed below.

Based on the site plan and information submitted by the applicants, the existing site area associated with the animal crematorium (i.e. buildings, parking, landscaped areas etc.) is approximately 0.96 ha (2.37 ac), which equates to approximately 3% of the total lot area. This would exceed both the recommended maximum site area criteria set out for such uses in the provincial guidance document (i.e. 2% of lot area to a maximum of 1 ha), as well as the locally established maximum site area criteria for such uses set out in the Official Plan (i.e. 2% of lot area to a maximum of 0.8 ha). Further, other scale related aspects of the animal crematorium (e.g. building size, number of employees) are beyond the scale intended for an OFDU by provincial policy and guidelines, as more specifically addressed by the locally developed and Provincially

approved Official Plan criteria. Staff also have concerns as to whether agriculture would remain the principal use of the property and to what extent the landowners are involved in the farm operation/farming.

The definition and policies for agriculture-related uses in the PPS indicate that such uses are farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

Considering the overall nature and scale of the proposed animal crematorium, it is the opinion of Planning staff that the use is not limited in scale, could successfully operate within a settlement area, and would not meet the applicable criteria for an On-Farm Diversified Use or Agricultural Related Use, as set out in the PPS and associated Provincial guidelines and locally developed criteria. As such, Planning staff do not consider the proposal to be a permitted use within a prime agricultural area.

Official Plan

Staff have evaluated the proposal in accordance with the review criteria in the Official Plan for OFDUs. The intent of the Official Plan policies for OFDUs is to ensure that the use is clearly secondary to the principal agricultural operation, compatible with and does not hinder surrounding agricultural uses, protects prime agricultural areas, is appropriate for rural infrastructure, and does not undermine or conflict with the planned function of settlements.

The Official Plan outlines basic locational requirements for OFDUs, including the requirement for an OFDU to be located within established building clusters and to make use of the existing driveway except where it is clearly not feasible and/or appropriate to do so. In this case, the animal crematorium is proposed to be located on an agricultural property but located away from the established building cluster on-site. The existing building cluster is located on the north side of the subject lands with access to Oxford Road 29 and contains a single detached dwelling and various outbuildings. The animal crematorium is proposed to be located on the west side of the subject lands, more than 200 m (656 ft) from the building cluster, and would maintain a separate access to Blandford Road. In the opinion of staff, compelling rationale as to why it is not feasible or appropriate for the OFDU to be located within the existing building cluster has not been provided.

In keeping with both provincial guidelines and local policy objectives, the Official Plan policies prohibit 'large-scale commercial and industrial uses' as OFDUs. As such, given the scale of the animal crematorium, it is the opinion of staff that such a proposed use is not considered to be an OFDU. Even other uses that may be permitted as OFDUs (i.e. are not prohibited), can only be considered if they meet all applicable policy criteria, including various specific and very intentional limitations on size and scale (e.g. maximum site area, building size, number of employees, patrons, and guests etc.). For comparison purposes, this proposal has also been reviewed in relation to a number of these criteria, as follows.

Based on the site plan and information submitted by the applicants, the total area associated with the proposed animal crematorium is approximately 0.96 ha (2.37 ac) or 3% of the total parcel size, which exceeds the maximum of 0.8 ha (2 ac), or 2% of total lot area, permitted by the Official Plan. Further, the gross floor area of the animal crematorium is approximately 929 m² (10,000 ft²), which exceeds the permitted maximum gross floor area of 557 m² (6,000 ft²) by 372 m² (4,000 ft²), or approximately 66%.

The Official Plan policies also state that the OFDU shall directly involve the owner of the farm living on the same lot as the OFDU and may also involve any other permanent residents on the lot and up to two employees who do not reside on the lot. A farm owner is defined in the Official Plan as:

“An individual, partnership, or corporation which:

- o Owns, is employed on, and manages an agricultural operation consisting of one or more agricultural lots;*
- o Earns a majority of their income from farming (the scale of the agricultural operation should be capable of generating reasonable operating profit under "normal" economic conditions);*
- o Spends a majority of their workday in the day-to-day operation of the farm on a full-time, year-round or extended seasonal basis;*
- o Demonstrates a continuing commitment to the farm operation and long term farming, such as through sustainable farming practices, on-going farm maintenance and improvement (i.e., drainage, erosion control, soil improvement, fencing etc.), and direct investment in equipment, buildings, and crops; and,*
- o Must have a valid Farm Business Registration Number.”*

In this case, it is the understanding of staff that the owners of the farm do not have a valid Farm Business Registration Number and rent out the lands for cash cropping to an off-site farmer. Given that the owners of the farm are not actively involved with farming and do not earn the majority of their income from farming it is the opinion of staff that the owners would not be considered a farm owner under the existing definition in the Official Plan.

Additionally, the applicants are proposing that the number of employees would range from six and 12 individuals. This would be a combination of full-time and part-time employees and would include the owner of the subject lands. This proposed number of employees would exceed the permitted maximum of two off-site employees in addition to any employees who reside on-site. The applicants have advised that the nature of the animal crematorium will require more than two employees. In the opinion of staff, the need for considerably more employees than the permitted two off-site employees reaffirms that the use and scale of the proposed business is better suited for established settlements.

For the above reasons, it is the opinion of planning staff that the proposed animal crematorium use, and the proposed scale are not intended to be permitted as an OFDU. Further, the Official Plan policies specifically state that uses that would exceed the scale restrictions for an OFDU shall not be permitted unless they comply with the agriculture-related use policies. Proposals that cannot meet those policies shall be directed to locate or relocate in a settlement or must comply with the applicable policies for non-agricultural uses.

In this regard, it is also the opinion of staff that the use does not comply with the applicable policies for agricultural related uses, as it has not been demonstrated that the use is required to be located upon agricultural land and that sufficient land does not currently exist within identified settlements. As such, Planning staff are of the opinion that the proposal to permit an animal crematorium would be considered a non-agricultural use, which should generally be directed to be located in a settlement area (e.g. on lands designated for commercial/industrial purposes with appropriate services).

In light on the foregoing, Planning staff are of the opinion that the proposed animal crematorium does not meet the definition of an OFDU, as the Official Plan does not permit large-scale

commercial and industrial uses as OFDUs. As such, staff are of the opinion that the proposal is not appropriate from a planning perspective and should not be supported.

RECOMMENDATIONS

1. That the Council of the Township of Blandford-Blenheim advise County Council that the Township does not support the application for the Official Plan Amendment (File No. OP25-08-1) submitted by Matthew and Jacklynn Bowcott for the lands legally described as Part Lot 6, Concession 6, as in 503194, Except Parts 8, 9, 10, 11, Registered Plan 41R-3091, S/T BD9457, Township of Blandford-Blenheim to include a site-specific policy to permit an animal crematorium as an On-Farm Diversified Use (OFDU); and,
2. And further that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application (File No. ZN1-25-05) submitted by Matthew and Jacklynn Bowcott, whereby the lands described as Part Lot 6, Concession 6, as in 503194, Except Parts 8, 9, 10, 11, Registered Plan 41R-3091, S/T BD9457, Township of Blandford-Blenheim, be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit an animal crematorium as an On-Farm Diversified Use (OFDU).

SIGNATURES

Authored by: 'Original Signed by'

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: 'Original Signed by'

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Zoning Floodlines

Regulation Limit

- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

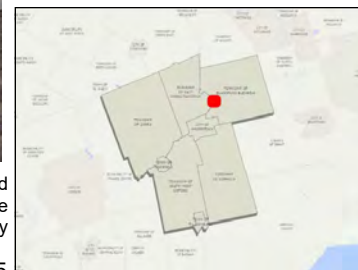
June 20, 2025



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

Notes



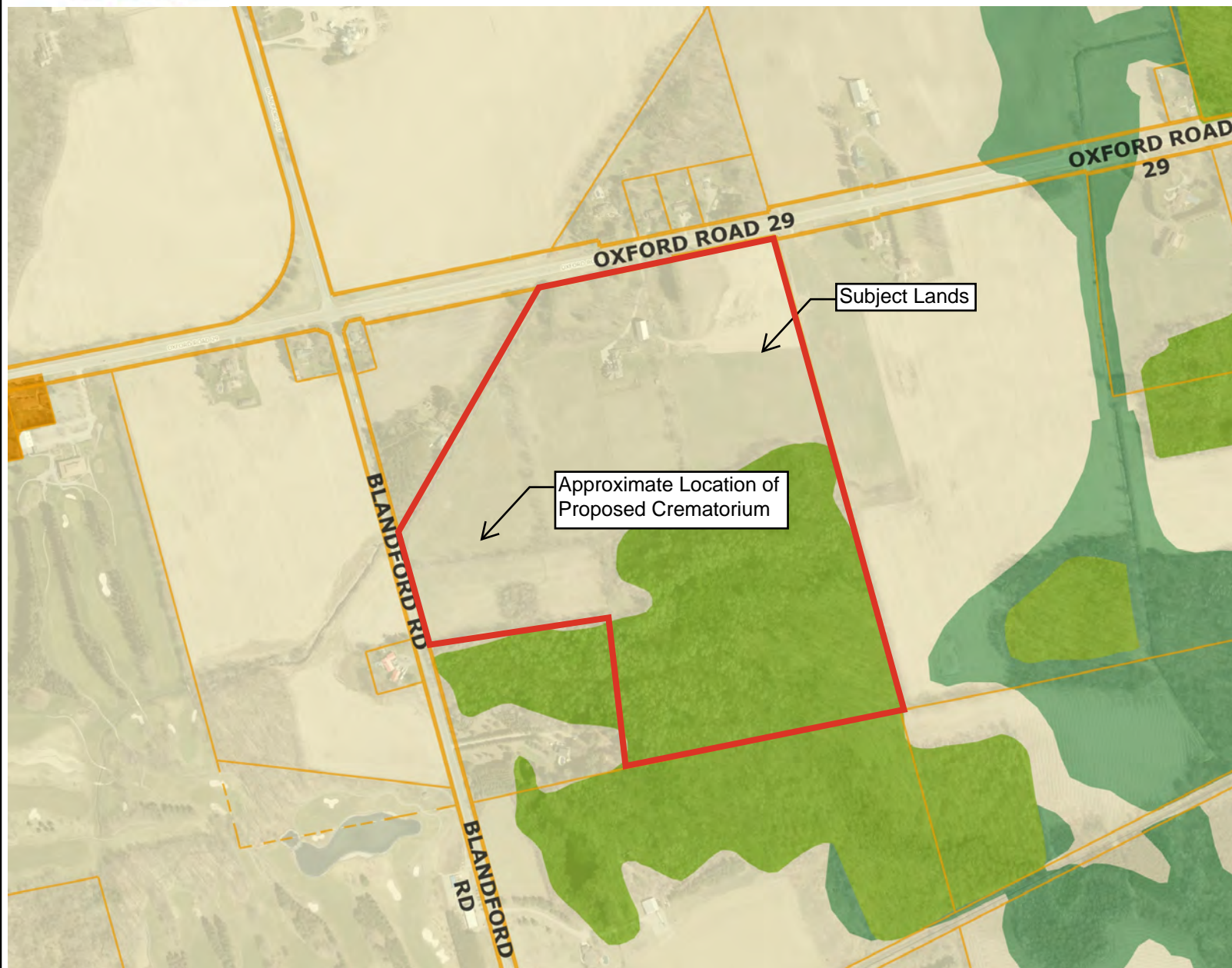
0 205 409 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

September 16, 2025



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary
- 100 Metre Buffer Ingersoll

Land Use Designation

- Residential
- Residential Reserve
- Central Business District
- Entrepreneurial District
- Neighbourhood Shopping Centre
- Service Commercial
- Regional Commercial Node
- Business Park
- Traditional Industrial
- Community Facility
- Open Space
- Environmental Protection
- Future Urban Growth
- Rural Buffer
- Industrial Site Specific Policy Area
- Agricultural Reserve
- Settlement
- County Biosolid Storage Facility
- County Landfill Site
- Quarry Area
- Industrial
- Prime Industrial
- Linear Rural Cluster
- Pedestrian Predominate Area

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

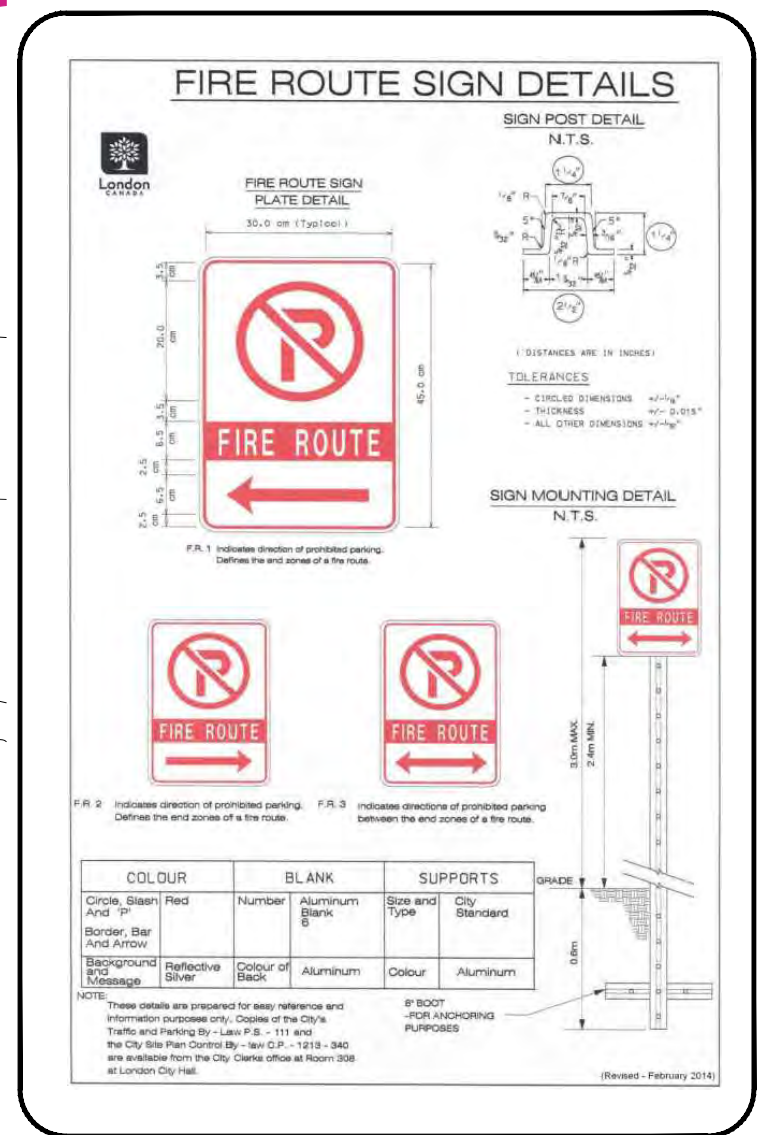
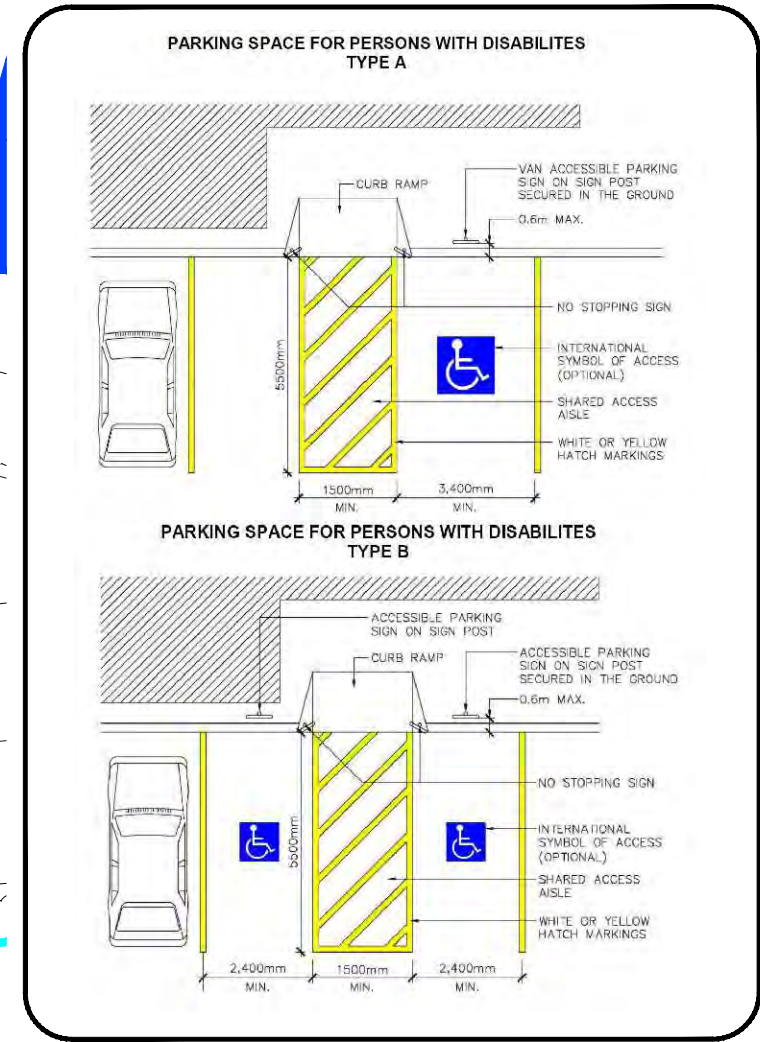
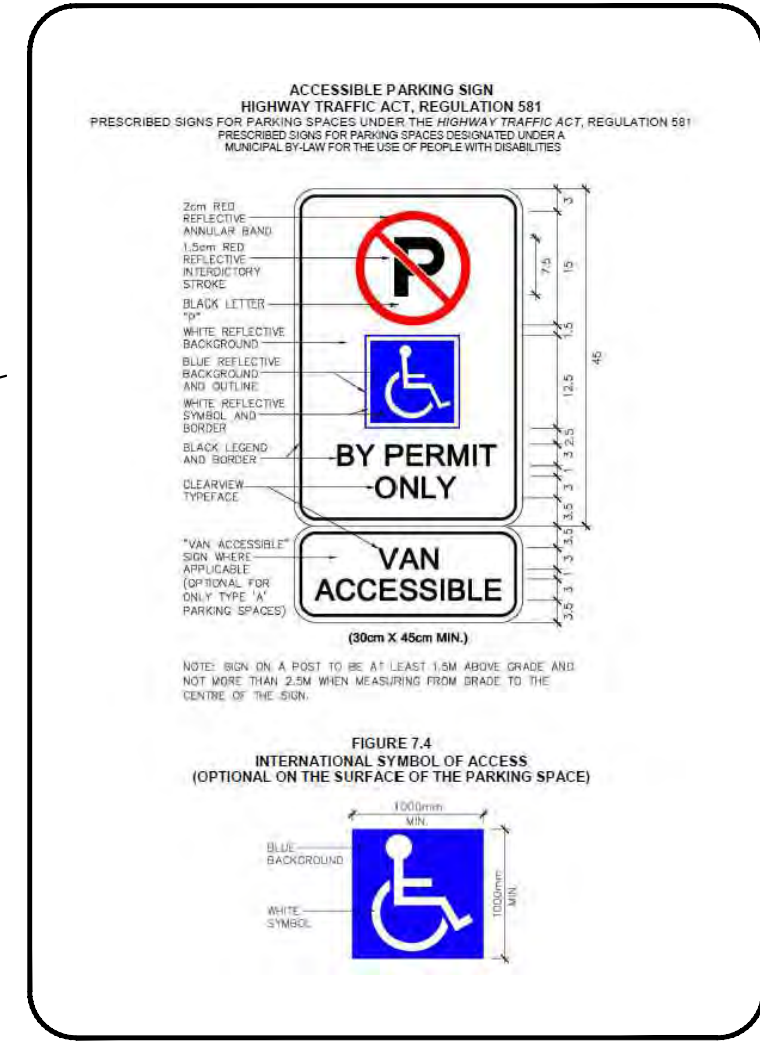
September 16, 2025



519-204-6510

BLANDFORD ROAD	DRUMBO, ON
DRAWING	

Scale	1:300	Sheet	of
-------	-------	-------	----



SITE DATA		
DETAIL	PROPOSED	REQUIRED AT
LOT AREA (Ha)	31.97 Ha	30.0 Ha
LOT FRONTAGE (m)	334.9m	100.0m
LOT DEPTH (m)	674.8m	—
ROAD SETBACK (m)	148.5m	31.0m
OUTER SIDE YARD (m)	138.8m	15.0m
INTERIOR SIDE YARD (m)	28.3m	7.5m
REAR YARD (m)	156.1m	7.5m
NO. OF ADDITIONAL PARKING SPACES	24	0
BUILDING HEIGHT (m)	6.1m	15.0m





September 23, 2025

sent via e-mail

Mayor Peterson and Council Members
Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, ON
N0J 1G0

Re: Project Information
Official Plan Amendment & Zoning By-law Amendment Applications
Matthew and Jacklynn Bowcott
806012 Oxford Road 29
Village of Innerkip, Township of Blandford-Blenheim, ON

Our File: TRG/EZT/25-01

Ahead of the public meeting scheduled for October 1, 2025, Zelinka Priamo Ltd., on behalf of Matthew and Jacklynn Bowcott, is pleased to submit this information letter regarding concurrent Official Plan Amendment ('OPA') and Zoning By-law Amendment ('ZBA') Applications for the lands located at 806012 Oxford Road 29 (the "subject lands"). The applications seek to permit an "Animal Crematorium" use on the subject lands as an On-Farm Diversified Use.

This letter provides a brief summary of the proposed development and planning analysis provided in the Planning Justification Report ("PJR") submitted in support of the OPA/ZBA applications.

PROPOSED DEVELOPMENT

Matthew and Jacklynn Bowcott are the sole owners and residents of the subject lands, and are proposing to construct a low-rise 929 m² "Animal Crematorium" on the southwesterly portion of their farm, with access off Blandford Road.

The "Animal Crematorium" is proposed to directly support equine and associated facilities in the surrounding agricultural area, with most of the clientele focusing on companion animals, primarily horses and small animals. All visits will be by appointment only. The anticipated number of employees will range from 6 to 9 full and part-time staff.

ON-FARM DIVERSIFIED USE ("OFDU")

An On-Farm Diversified Use is a permitted use in prime agricultural areas. It is our professional opinion that the proposed "Animal Crematorium" meets the five criteria to qualify as an OFDU as per OMAFRA's Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas 2016 (Publication 851) and the 2024 Provincial Planning Statement for the following reasons:

- The proposed “*Animal Crematorium*” aims to facilitate the final disposal of animal remains from nearby farms; offers a safer environmental alternative to disposal methods that pose risks to groundwater, such as on-site burial; and prevents individual farms from disrupting farmland for on-farm animal burials;
- The proposed use is located on an active farm property. Minimal net impact is anticipated on existing agricultural uses on the subject lands;
- The proposed building size is approximately 929m², which represents 9.6% of the total area used for the “*Animal Crematorium*”, thereby complying with the maximum recommended limit of 20%;
- The project area measures approximately 0.96ha in size, totaling approximately 3.0% of the total lot area. The OMAFRA Guideline recommends that an OFDU occupies 2% of the size of a property, up to a maximum area of 1 ha. While it is acknowledged that the proposed area of the OFDU is above the 2% guideline, it is less than the 1 ha threshold. Moreover, the proposed building size of 929m² is well below the recommended building size cap (i.e. 20% of 2% land area), demonstrating that the proposed use is appropriately scaled relative to the size of the subject lands; and
- The proposed “*Animal Crematorium*” provides generous setbacks from Blandford Road (i.e. 135m or 440 ft) and will be screened from neighbouring properties by existing vegetation along the lot lines. The proposal development avoids significant natural features and hazard lands and has in-principal support from The Upper Thames River Conservation Authority. Additionally, the proposed building maintains the agricultural and rural character of the area. No significant negative impact is anticipated on existing agricultural operations in the surrounding area;
- The proposed “*Animal Crematorium*” is subject to strict provincial and federal environmental controls and will obtain an Environmental Compliance Approval (ECA) to permit the proposed use on the subject lands. More information on the requirements to operate the facility and incinerators will be provided at the Public Meeting by a consultant;
- The associate traffic with the proposed use will be minimal. Two pickup vans are expected to operate in the morning and return in the afternoon. The only other traffic anticipated will be staff arriving for work. All visitors will be received by appointment only.

CONCLUSION

It is our professional opinion that the proposed “*Animal Crematorium*” meets the relevant criteria to qualify as an OFDU, which would be permitted use on the subject lands.

The proposed OPA and ZBA applications are consistent with the intent and policies as set forth in the provincial and municipal planning legislation. Moreover, the proposed use provides direct service and support to agricultural operations in the surrounding area while offering a sustainable alternative to traditional animal disposal methods. It also provides an economic contribution to the local economy, providing employment opportunities, having a positive impact on the local agricultural community. As such, the proposed amendments are considered appropriate and represent good land use planning.

We trust that the information provided in this letter is sufficient for your needs. Please don't hesitate to contact us if any additional information is required for your review.

Sincerely,

ZELINKA PRIAMO LTD.



Danieli Sikelero Elsenbruch
Planner

cc. The client (via email)

From:
Sent: Friday, April 11, 2025 11:16 AM
To:
Subject: Support for Proposed Animal Crematory

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom this may concern,

I hope this message finds you well.

We are writing to inform you that we recently had the opportunity to meet our neighbors who live across the street from us.

We reside at 806009 Oxford Road 29 in Innerkip, Ontario.

They kindly took the time to speak with us about their new development plans on their property, which include the installation of an animal crematory.

After learning about their proposal and understanding the nature of the project, we would like to express that we have no objections to their plan.

Please feel free to reach out if you require any further information or clarification.

Kind regards,

Lisa and Jeffrey Gill

April 7th, 2025

To whom it may concern,

On behalf of Rural Oxford Economic Development, please accept this letter in support of the Bowcott's proposal for a zone change and official plan amendment on their 75 acres property located at 806012 Oxford Road 29 in Blandford-Blenheim Township.

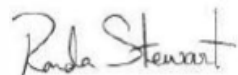
Matt and his wife Jacky (a local veterinarian), would like to build a 100 x 100 square foot animal crematorium on 1.5 acres to the side of their property. The building would be appropriately setback, have minimal impact to the farm's current agricultural activity and no impact on nearby conservation areas. They intend to plant ample trees to shield visibility to maintain a low-key presence and provide discretion for clients' during sentimental times. Inside, the building will hold three different sized cremation units and a small reception/office area.

The business is being designed to be able to serve a variety of vet clinics and farmers to meet their small, medium, and large animal/pet cremation needs. The Bowcott's plan to investment \$6.5M and create six quality agricultural related jobs. Four positions will be on-site, and two will be on-the-road. Further, they will be supporting the Township's local economy through increased commercial tax assessment.

In preparing their business case, the Bowcott's have been transparent, thorough, practical, and mindful to engage various stakeholders for input. We believe this proposal aligns with Goal 1.2.3 of Oxford County's 2023-26 Strategic Plan (Support the long-term sustainability of agricultural land and industry through a balanced approach to growth and development). We respect the policies in place to protect prime agriculture land, and we also support smart, balanced growth in rural Oxford County where agricultural related businesses can prosper.

Thank you for your consideration.

Kind regards,



Ronda Stewart, Ec. D.
Economic Development Director

Address

16 Brock St, Thamesford,
ON, N0M 2M0

Phone

Email

Website

www.ruraloxford.ca

From:
To: [Planning](#)
Subject: Building of Crematorium
Date: Sunday, September 7, 2025 7:17:57 AM

September 7, 2025

Attention:

Dustin Robson
Development Planner
County of Oxford
PO Box 1614, 21 Reeve St
Woodstock, On
N4S 7Y3

Email: planning@oxfordcounty.ca

File #: OP25-08 I and ZN1-25-05. Owners Matthew & Jacklynn Bowcot

Applicant: Zelinka Priamo Ltd.

Dear Mr. Robson:

Our family have been a resident of the Vink Estates in Innerkip for 37 years. We have raised out kids and grandkids and proud to be part of this community.

Our concerns are as follows of a Crematorium built in our vicinity.

What happens to the ashes after the animals are cremated? Are these scattered? These could affect our air quality within the vicinity of our homes, soil, and wells.

How does this affect our overall health?

Incinerators pose a different kind of risk: air emissions. An incinerator that is operated improperly or otherwise malfunctioning can result in odour and smoke complaints. Even though these may be modern technology and using advanced filtration techniques, over the years of wear and tear, things do break down. Is there a policy in place to prevent this?

Changing the zoning: Does this attract other businesses/factories to build in our area? Will this affect our property value in the future?

Running 24/7? Is there a noise factor we should be aware of? What about our wildlife

These are a few of my concerns. I appreciate you taking the time to give these your attention.

Linda Fader

36 Harwood St.

Innerkip, Ont

N0J 1M0

Dustin Robson-Development Planner Community Planning County of Oxford

Re: File No: OP 25-08-1 and ZN 1-25-05

Owners: Matthew and Jacklynn Bowcott

Applicant: Zelinka Priamo Ltd

Aug 5, 2025

Good morning Dustin;

Thank you for our telephone conversation on July 22, 2025. I appreciate your time, our conversation and the information offered with regards to the many concerns we have regarding the proposed official plan amendment and zone change applications that have been submitted in order to move forward with building a factory/animal crematorium in our back yard and rural Innerkip community.

On your recommendation it is with full intention that we make our concerns known in writing to you, your office, the owners, applicants, Township Council and Oxford County offices. We would also like to clearly indicate our interest in receiving all copies of staff reports, notices of decision as well as any other written correspondence regarding this application and its process.

As discussed from the view of our perspective, this application and the proposal of pet crematorium in our back yard and rural Innerkip is nothing short of disgusting, disappointing not to mention an un-neighborly approach and business proposal with no apparent regard for the families who live and have invested in Innerkip and Oxford County.

A brief outline of our concerns are, but not limited to:

Location

Factory Size; 10, 000 ft 2

Exhaust / Stack Height; 15 meter

Parking lot / Drive thru

Traffic; including large trucks transporting deceased animals

Pollution / Particulates (burning)

Incinerator vibrations / emissions / noise / decibels levels

Odor / Gases

Short / long term human / animal health risks (known/unknown) ref; Wind turbine health issues

Environmental implications / impact (known/unknown)

Ecosystem; Creek/Fish/Birds/Wildlife

Property Values / Public Perception

Thank you for your time and your consideration of our concerns regarding our home, investment and our future in rural Innerkip.

Jennifer L. Glasser

775810 Blandford Road

RR2, Innerkip ON N0J 1M0

Executor for the Estate of Wayne Leslie Harold Harris
805956 Oxford Road 29
Innerkip, ON
N0J 1M0

August 13, 2025

Development Planner
Community Planning
County of Oxford
P.O. Box 1614, 21 Reeve Street
Woodstock, ON
N4S 7Y3

Dear Mr. Robson:

I am writing to you with my concerns for the Zoning change for:

File No.: OP 25-08-1 and ZN 1-25-05

Owners: Matthew and Jacklynn Bowcott

Applicant: Zelinka Priamo Ltd.

I am a very close neighbour to the proposed change / location and I do not believe this change should be approved. The increase in traffic to the Blandford Road and to the corner of Oxford Road 29 and the Blandford Road will be an issue for residents and a safety concern as that corner is already quite busy. There would also be an increase in noise due to the traffic and perhaps the building itself that would impact the current residents enjoyment of their country living. I am also concerned with the potential for contamination into our wells or the creek that runs right beside the proposed location. We also have to consider the odour that could come from the proposed facility as they are burning dead animals, including wildlife and large farm 'pets'. Another item to consider is the potential for growth to this facility, how big could it become? Or the possibility of asking for a further zoning change to allow for Dead Stock or an abattoir to be part of A2. This is farm land and not a location for a crematorium / factory!

I want to receive a copy of any staff reports and/or council decisions on this change please. I also want to be informed of any meetings where this change will be discussed so I may attend.

Sincerely,



Cheryl Kornaker
Executor for the Estate of Wayne Leslie Harold Harris

Dustin Robson
Development Planner
County of Oxford

Sept. 16 2025

Concerning File Nos. OP 25-08-1 AND ZN1-25-05

Owners: Matthew and Jacklynn Bowcott.

Applicant: Zelinka Priamo Ltd.

Our names are Clifford and Carol Littlejohns.
We reside at 806023 County Rd. 29 RR#2
Innerkip NOTIMO.

We, along with many neighbours, have concerns regarding a zone change to allow a factory cremating pets on workable farm land.

Many have been living in this farming community most of their lives, some retired and some with young families. They have enjoyed the daily farming ways to keep the atmosphere meant for the agricultural aspects farms were meant to be.

We can't see how a crematorium could be considered agricultural Diversification when it mostly will be used for the disposal of pets!

In a field where corn is now being grown you would erect a 10,000 sqft factory with a 49 ft. exhaust stack. A view neighbours would not appreciate looking at daily or forever how long they reside. Let alone not knowing the many harmful emissions they will be exposed to, environmental problems water issues, many homes (all) have wells and would appreciate a decent water sources.

The landscape will be observed as a factory with a 49 ft. exhaust stack (will there be smoke, smell, noise. Will the parking spaces going to be paved or (eventually) also the driveways.)

Offering hedges and gardens will do little to appease the view for the neighbours closest to the planned site.

The area also is home to many of Nature's inhabitants which most people enjoy viewing (such as wild turkeys, deer, birds and coyotes)

All these animals will be greatly impacted and disturbed. Pollution, noises of cars and trucks, the output of the exhaust stack what fuel being used to heat the fire all are things never experienced in their habitats.

The beauty of nature will be forfeited for a 10,000 sq ft factory building. not a pleasant sight.

Farmland growing a bountiful crop is far more appealing to ones senses than the possible reek of death and all that goes hand and hand with the animal crematorium.

yours truly,
Cliff + Carol Littlejohns

Question? Why is there two file numbers.
What is the intended purpose of the other land?

From:
To: [Planning](#)
Subject: File No.OP 25-08-01 and ZN 1-25-05 Owner Matthew and Jacklyn Bowcott Applicant: Zelinka Priamo Ltd
Date: Thursday, August 14, 2025 11:13:03 AM

Hello,
Dustin Robson

As a concerned resident of Innerkip, I am writing to express strong reservations about the proposed construction of a pet crematorium in our small and cherished township.

Innerkip is known for its clean air, peaceful atmosphere, and close-knit community. The idea of animal cremation taking place in our backyard raises legitimate concerns regarding air quality, odour, and the psychological impact of such a facility on residents—especially children. The thought of smoke, however well-managed, carrying the scent or knowledge of animal remains burning, is deeply unsettling to many of us.

While we understand the need for respectful pet aftercare, locating such a facility within or near residential zones seems inappropriate. This could be the beginning of industrial facilities slowly creeping into our community, chipping away at the rural, tranquil charm that makes Innerkip so special.

Our concerns include:

- **Air quality and odour:** Despite modern filtration systems, no system is perfect, and the risk of unpleasant smells or emissions remains.
- **Emotional and psychological wellbeing:** The idea of animal cremation occurring nearby can be distressing to many, particularly children and pet lovers.
- **Precedent for further industrial development:** Approving this facility could open the door to more industrial or inappropriate businesses being placed in our township.
- **Property value implications:** The presence of a crematorium may affect local property values due to perception and concern from potential buyers.

We urge decision-makers to prioritize the character, wellbeing, and long-term vision of Innerkip. A pet crematorium, however needed in general, does not belong in a residential, family-focused community like ours.

We respectfully ask that this proposal be reconsidered and that alternative, more industrial or rural locations be evaluated.

Sincerely,
Susan Nicholas
11 Lock Street, Innerkip

18 August 2025

Re: File # OP-25-06 and ZN 1-25-05

Property location: 806012 Oxford Rd 29 Blandford Blenheim

Proposed zone change from A2 to A2 -sp to permit animal crematorium

I am submitting this letter as notice that I am **OPPOSING** the above application. The current proposal is for a very large crematorium, capable to handle large quantities of animals, much more than a mere dog or cat crematorium. I respectfully submit the following:

- (1) Currently this land is zoned A2 for general agriculture and converting it A2-sp is not the best use for agriculture lands. There is a recent public decision where a wedding venue application was rejected by both Township and County Councils based on the use of agriculture land is for agriculture. Blandford Blenheim is largely an agriculture Township and promotes this. There is no benefit for the destruction of further agriculture land for this crematorium, it will not create many jobs and only benefit a few.
- (2) Increased traffic. As this will be a large incinerator it is expected that a larger number of trucks will be using county rd. 29 and possibly Blandford Rd, which is governed by the half load bylaw as such with its proximity to a busy intersection a possibility of increased motor vehicles accidents can be expected. This intersection and roadway was not designed to handle large volumes of traffic including increased commercial vehicles. Commercial properties when being developed take traffic into consideration when being developed. No traffic study has been undertaken.
- (3) A water course runs through the above property and directly empties into the Thames River, which could potentially carry harmful toxic waste and pollution downstream into the food chains through local crop irrigation and other human uses, affecting thousands of people.
- (4) A concern over handling of dead carcass, especially in large quantities may result in suspected infections being released prior to any cremations. This could have potential catastrophic consequences on local agriculture and humans for the spread of infectious diseases, for example bird flu. Many diseases are easily spread with only one interaction.
- (5) There will be increased air pollution due to the burning of gas to incinerate these animals. Although new chimneys have technology to help reduce them, currently there are no "emission free" systems that will prevent a 100% clean burn. Environmental studies by New England Anti-Vivisection Society # ISSN 2076-3298 describe infected animals/animals treated with certain experimental medications, can release these gases into the atmosphere by the burning of said animals. The potential to release harmful chemicals such as Nitrogen Dioxide, Sulfur Dioxide, organic compounds are just a few the study has identified: Section 4.1 of accompanying document from the *Review of Evidence of Environmental Impacts of Animal Research and Testing provides evidence to support this claim.* There is no evidence to suggest chemicals that had been injected into affected animals either for treatment or testing will not be released into the atmosphere or will be destroyed by burning the animal.
- (6) With very limited government control/monitoring there is a potential to import diseases/infections from various parts of the country for incineration, increasing the potential to human and animal health. It is unlikely that only animals from Oxford County

will be allowed due to the size of this operation. There is no mention on how any Government Agency will monitor this operation, and there is limited Legislation for this. Smaller operations with infected/diseased animals will likely just transport the animals themselves or outsource it to a private nonhazardous material trained outfit. This area of Oxford County is a major agricultural area, sensitive to disease and infections.

- (7) Other pollution is possible into ground water and soil due to poor handling/accidents or even prolonged usage of this facility increasing health concerns for local residents and agriculture.
- (8) Section 21.2.1 Biosafety Handbook issued by the Government of Canada states that: there are local farms that may be impacted by the use of an incinerator. Infected animals will be transported on our highways from areas outside Oxford County, a greater risk to this area would occur as these infected animals are transported through the area. With close proximity to the Village of Innerkip and Drumbo, the spread of infectious disease could happen.
- (9) There is no long term environmental studies, no exposure risk assessments, or even a hazardous/infectious materials handling report submitted for public review.

Conclusion: I currently live approximately 2km west of this location and generally with the prevailing westerly wind, down wind of this potential operation. I also have a well that supplies myself and my family with drinking water that I don't want to have contaminated with substances that could cause short- or long-term health problems, either by the release of contaminants into the air, soil, or ground water(local food grown on nearby soils). There are other more suitable locations within the Province, that are not located in the center of a major agriculture area, that the current applicant must consider, that have undergone proper environmental studies, safety studies, traffic studies, and have resources to handle such incidents. I am available for comment should that be requested.

I thank this council for the opportunity for my concerns to be heard.

Respectfully submitted,

Dave and Lanette Robertson

786142 Township Rd 6

R.R.#2 Innerkip Ontario

N0J 1M0



Review

Review of Evidence of Environmental Impacts of Animal Research and Testing

Katherine Groff *, Eric Bachli, Molly Lansdowne and Theodora Capaldo

New England Anti-Vivisection Society, 333 Washington St. Suite 850, Boston, MA 02108, USA;
E-Mails: etbachli@gmail.com (E.B.); mlansdowne@neavs.org (M.L.);
theodoracapaldo@neavs.org (T.C.)

* Author to whom correspondence should be addressed; E-Mail: katherinegroff@gmail.com;
Tel.: +1-617-523-6020; Fax: +1-617-523-7925.

Received: 13 March 2014; in revised form: 26 May 2014 / Accepted: 28 May 2014 /

Published: 6 June 2014

Abstract: Millions of animals are used in research and toxicity testing, including in drug, medical device, chemical, cosmetic, personal care, household, and other product sectors, but the environmental consequences are yet to be adequately addressed. Evidence suggests that their use and disposal, and the associated use of chemicals and supplies, contribute to pollution as well as adverse impacts on biodiversity and public health. The objective of this review is to examine such evidence. The review includes examinations of (1) resources used in animal research; (2) waste production in laboratories; (3) sources of pollution; (4) impacts on laboratory workers' health; and (5) biodiversity impacts. The clear conclusion from the review is that the environmental implications of animal testing must be acknowledged, reported, and taken into account as another factor in addition to ethical and scientific reasons weighing heavily in favor of moving away from allowing and requiring animal use in research and testing.

Keywords: animal research; animal testing; adverse environmental impacts; laboratory waste production; breeding; laboratory health effects

1. Introduction

Millions of animals are bred, used, and ultimately disposed of potentially as pathogenic (*i.e.*, capable of causing disease, such as bacteria, fungi, and protozoa) or hazardous waste, in research and

toxicity testing, including in drug, medical device, chemical, cosmetic, personal care, household, and other product sectors. As with other large-scale uses of animals such as the farm animal industry, which rears and slaughters more than 50 billion land animals every year [1,2], this large number of animals used and disposed of in research and testing, and the associated use of chemicals and supplies, raises serious concerns about the overall environmental impact of using animals in this capacity. Estimates for global annual use in research and testing are variable, with the most comprehensive estimates ranging from 115.3 million to 126.9 million non-human vertebrate animals. Both estimates are considered conservative [3,4]. The U.S. uses the most animals in research and testing in the world [3]. In 2012, facilities in the U.S. reported to the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS), the government agency responsible for regulating the use of animals in research and testing, that they used more than 875,000 animals in research and testing and held an additional 143,400 animals for breeding or future use (Numbers calculated from facility annual reports available at [5]).

Research facilities, however, do not report the number of cold-blooded animals, farmed animals used in agricultural research, or rats, mice, and birds bred and used for research. Together, these species, while unreported, constitute the vast majority of animals (an estimated 95%) used in research [6–9]. A 2000 USDA survey estimated that 31–156 million animals (species required to be reported as well as those excluded) were actually used in the U.S. [3,10]. Further, the use of animals is believed to have increased since this survey was done due to the increased use of genetically modified (GM) animals and the introduction of large-scale chemical testing programs [4,11]. A 2004 report estimated that the number of mice alone used annually in U.S. laboratories is 100 million due to the significant growth in use of GM mice [10].

The number of animals used in research and testing is believed to be growing due in part to the development of GM mice. The creation of GM mice has inherent scientific flaws which lead to significant waste in the form of animals bred which are not actually used in research or testing, and instead become waste or unusable industrial by-products. For example, the majority of mice progeny may not have the trait or deformity the researchers desire, have unintended deformities, or have the planned deformity but are still determined to not be useful for the intended purpose. As a consequence, these animals are killed and their bodies disposed of into the environment in one form or another [11,12]. The number of animals euthanized in the production of GM models is not required for reporting purposes and, thus, not publicly available, making it difficult to quantify the volume of surplus animals destroyed [13]. The loss of life and waste generated is staggering due to the requirements of developing and maintaining a GM mouse. In one report, a medical school euthanized 33,348 of their 55,435 laboratory mice as surplus, and another facility in the United Kingdom “screened 26,000 mice and recovered 500 usable ‘mutants’” [11]. Given this, an enormous number of animals must have been used to develop the thousands of different mouse strains in the U.S.

According to the U.S. National Institutes of Health Office of Laboratory Animal Welfare (OLAW), “A research animal facility generates a significant amount of waste that must be removed and disposed of on a regular, frequent basis” [14]. This waste and resulting environmental consequences have not been adequately addressed. At a fundamental level, records regarding the total number of animals used in research are not reported to or required by the USDA, making an environmental analysis difficult. However, it is clear that a staggering number of animals are used and discarded, or simply

discarded without being used because they are determined to be excess or develop a laboratory-acquired disease not being studied. This fact compels the need for an environmental analysis of the biomedical, cosmetic, and product industries' animal use.

While there are few specific studies on the environmental consequences of animal use in research, evidence demonstrates that their use and disposal, and the associated use of chemicals and supplies, contribute to pollution as well as adverse impacts on biodiversity and public health. The objective of this review is to examine such evidence. The review includes examinations of (1) resources used in animal research; (2) waste production in laboratories; (3) sources of pollution; (4) impacts on laboratory workers' health; and (5) biodiversity impacts. Awareness of these environmental impacts is necessary to fully examine the use of animals in research and testing, especially given the lack of regulatory mandate to fully account for all animals used in research and testing and to employ non-animal testing methods whenever available.

2. Resources Used in Animal Research

2.1. Animals

As described, millions of animals are used in research and testing, but because the Animal Welfare Act does not cover the vast majority of animals used, total numbers are not reported to the USDA. Here, to get an idea of the scale of animal and resource use, we examine their use in toxicity testing. Toxicity tests are conducted on animals in an attempt to demonstrate the safety and efficacy of drugs and certain chemicals. A standard series of toxicity tests may use upwards of 6000 to 12,000 animals and take years to complete [15,16]. To put this in perspective, while there were approximately 82,000 chemicals in commerce in 2005 and 700 new chemicals introduced each year [17], it took 30 years and \$2 billion to screen 300 chemicals using traditional animal toxicity tests [18]. In contrast, as part of the Environmental Protection Agency's new ToxCast program it took about five years to test 300 chemicals using 600 different rapid, automated *in vitro* tests with equal or greater predictive value [18]. Toxicity tests are often conducted in rats, mice, rabbits, or dogs, with at least three groups of animals receiving a test drug or chemical and another group serving as the control. The numbers of animals used varies depending on the type of test being conducted. For example, the number of animals per group ranges from 10 rats in 28-day toxicity studies to 20 rats per group in sub-chronic studies to 100 rats per group in combined chronic toxicity and carcinogenicity assays, which last for a minimum of two years. For developmental and reproductive studies, the litter is considered the experimental unit, and at least 20 litters per group are required. Animals used in toxicity tests may be held and dosed with chemicals or drugs for months or years [19].

As another example of the resource intensity of animal testing, compare two methods of carcinogenicity testing. In the *in vivo* (animal) method, carcinogenicity bioassays are conducted with rodents, typically rats and mice, for a minimum of 24 months (rats) and 18 months (mice) [19], and uses at least 400 animals [19]. In contrast, the U.S. National Cancer Institute (NCI) drug discovery and development arm (the Developmental Therapeutics Program (DTP)) has developed and implemented non-animal testing methods for carcinogenicity, anti-HIV drug efficacy, and certain categories of cell toxicity. For example, a panel of 60 human tumor cell lines (DTP Human Tumor Cell Line Screen)

is used to identify compounds with anti-tumor effects. NCI developed these methodologies in the late 1980s because of its dissatisfaction with the poor predictability of animal testing in these areas—concluding that “persistence in the effort (to develop the methodologies) reflected dissatisfaction with the performance of prior *in vivo* primary screens” [20].

2.2. Energy

The quantity of energy consumed by research animal facilities is up to ten times more than offices on a square meter basis [21]. Animal research facilities require total fresh air exchanges for ventilation, using large volumes of air, resulting in a high consumption of energy and carbon emissions [21]. Increased energy utilization is observed as airflow exchange in a standard laboratory is up to 12 air exchanges per hour (ach), compared to an animal research facility that can be up to 20 ach [21]. Additional energy demands are due to the environmental and space needs of the animals, barrier protection from outside pathogens, indoor air quality, lighting, and the requirement for power intensive equipment in research [22]. Forty to fifty percent of energy consumed in the research animal facility is attributed to ventilation and an additional 10%–30% of energy consumed is used to chill air or water for cooling spaces and equipment [21].

2.3. Chemicals

A vast array of chemicals is involved in every step of animal research and testing, including chemicals for sanitation, disinfection, sterilization, animal care, and research and testing procedures. The Occupational Health and Safety Act (OSHA) helps protect laboratory workers by regulating the handling and disposal of hazardous chemicals, as well as other toxic, infectious, mutagenic, and carcinogenic agents [23]. However, OSHA is not responsible for alleviating the greater environmental impacts from the generation and disposal of these chemicals and agents.

Similar to other testing methods, animal research and testing involves the use of many toxic substances, including irritants, corrosive substances (e.g., bromine, sulfuric acid, hydrogen peroxide, chlorine, ammonia, chloramines, nitrogen dioxide, sodium hydroxide, phosphorus, phenol, nitric acid, sulfuric acid, hydrochloric acid, ammonia, phosphorus pentoxide, and calcium oxide), asphyxiants (e.g., acetylene, carbon dioxide, argon, helium, ethane, nitrogen, methane, carbon monoxide, hydrogen cyanide, and certain organic and inorganic cyanides), neurotoxins (e.g., mercury, organophosphate pesticides, carbon disulfide, xylene, trichloroethylene, and *n*-hexane), reproductive and developmental toxins, and carcinogens. In addition, flammable, reactive, and explosive chemicals are used in such research [24]. Animal research laboratories also use a number of chemicals with unknown hazardous and carcinogenic properties. Animal testing may involve the use of these chemicals for longer time periods ([17], p. 40), in larger quantities ([17], p. 40), or for more functions than non-animal testing methods due to the length of some animal tests, numbers of animals that are used, or the use of chemicals for purposes extraneous to the research. Chemicals are used in laboratories with animals for testing, research, veterinary care, analgesia, anesthesia, euthanasia, and necropsy. The OLAW Institutional Animal Care and Use Committee (IACUC) Guidebook notes that due to these chemical uses, hazardous chemicals may be present in feed, feces, and urine ([14], p. 141).

Finally, large amounts of chemicals also are used to maintain sanitized or sterile environments in laboratories with animals. For example, some facilities use chemical decontamination to kill infectious diseases such as hepatitis B or C after a study on animals [24]. According to OLAW's IACUC Guidebook:

In general, enclosures and accessories (e.g., cage tops) should be sanitized at least every two weeks. Solid bottom cages, water bottles and sipper tubes should usually be sanitized weekly. The supply lines of automatic watering systems should be flushed and disinfected on a regular basis ([14], p. 48).

This variety and frequency of chemical use is in addition to any chemicals actually being tested. Because many animal tests, such as chronic toxicity and carcinogenicity, are long-term studies, chemicals may be used for extensive lengths of time.

3. Waste Production in Laboratories

Millions of animal bodies, many of which are contaminated with toxic or hazardous chemicals, viruses, or infectious diseases, and significant amounts of other laboratory waste such as animal excrement, bedding, excess feed, caging, needles, syringes, and gavages, are discarded after use in research and testing every year.

The animal research industry also regularly and routinely must dispose of large amounts of hazardous wastes. Similar to incineration in other industries, animal research facilities emit many harmful substances, including ignitable, corrosive, reactive, and toxic wastes, and air pollutants such as nitrogen dioxide, sulfur dioxide, particulate matter, and carbon monoxide (for examples, see [25]). In addition, among the dozens of hazardous chemical substances, such as mercury, methane, and cyanide, handled by these facilities are known carcinogens, including benzene, arsenic, and formaldehyde, and possible carcinogens, including lead, DDT, and chloroform.

Carcasses, as well as other laboratory waste, may not be hazardous or infectious due only to exposure of the animals to diseases and chemicals, but may contain a combination of chemical, radioactive, and/or biological hazards. For example, animal tissue that contains a radioactively labeled toxic chemical is sometimes produced in toxicological studies. The most "prominent" laboratory waste created that is both chemically and biologically hazardous is animal carcasses and tissues that contain a toxic chemical. Examples include specimens preserved in formalin or ethanol and rodents that have been fed lead, PCBs, mercury, or other chemicals in toxicity studies. Wastes that are chemically and biologically hazardous are difficult to dispose of and few waste facilities can handle them [24].

Disposal methods for these biological wastes raise additional environmental concerns. Carcass disposal methods include rendering, landfill disposal, and incineration [26]. Incineration is the preferred method for managing radioactive animal carcasses and tissue [24], the method recommended by OLAW for disposal of contaminated feed and bedding [14], and the most common disposal method for U.S. laboratories [24]. Many facilities maintain incinerators on their property, while other facilities contract with commercial disposal companies [26].

4. Sources of Pollution

4.1. Air Pollution

Air pollution is produced by the emission of gases and particulates resulting from incineration of animal carcasses and laboratory supplies such as animal bedding that may contain experimental chemicals, drugs, and other toxins. The resulting release of toxic substances is due to processes common to all industries as well as to toxins specifically produced by incineration of animal carcasses. Incineration is an environmental concern due to fuel consumption to maintain required temperatures, the disposal of ash from incineration in landfills, and resultant air pollution.

Environmental groups have concluded that incineration is not environmentally sound [27,28]. Incineration is known to release toxic wastes containing dioxin, mercury, lead, and other harmful substances into the air as waste is burned, to emit particle pollution, to produce toxic ashes, and to contaminate local soil and vegetation [27,29,30].

Although for this review it was not possible to determine the percentage of incinerated waste from animal research and testing *versus* other industries, and the percentage may be smaller than other industries, it is important to address the fact that animal research and testing contributes to the negative environmental effects of incineration. In addition, according to the National Research Council (NRC) Committee on Health Effects of Waste Incineration:

Although emissions from incineration facilities can be smaller than emissions from other types of sources, it is important to assess incinerator emissions in the context of the total ambient concentration of pollutants in an area. In areas where the ambient concentrations are already close to or above environmental guidelines or standards, even relatively small increments can be important [31].

Incineration is extremely adverse to human health. A study in Taiwan demonstrated that stack gases from animal carcass incinerators contain higher concentrations of toxic heavy metals than standard medical waste incinerators, including iron, copper, zinc, lead, nickel, and manganese [32]. When a carcass which has accumulated heavy metals from research or testing is incinerated, the metals gather in the bottom ash in the incinerator, release into the atmosphere, or collect in the pollution control devices [32]. Polycyclic aromatic hydrocarbons (PAH) are also emitted in animal incinerator stack gases, with one study reporting the concentrations of the most carcinogenic PAH compounds to be 4.6–7.6 times greater than in standard medical waste incinerators [33]. PAHs are toxic, and epidemiological studies have shown PAHs to be carcinogenic [34]. They are persistent in the environment, and the most common way humans are exposed to them is by breathing contaminated air [35]. Incineration of animal carcasses also has been associated with ash barium levels exceeding accepted standards [26]. The EPA states that barium can “potentially cause gastrointestinal disturbances and muscular weakness resulting from acute exposures” and “has the potential to cause hypertension resulting from long-term exposures” [36].

People living in communities near incinerators of all types are potentially exposed to chemicals through the air or contact with the soil. Epidemiological studies have shown the health hazards, including bronchitis and decreased life expectancy, posed by exposure to air contaminated by incinerator

waste [29]. Some pollutants, such as dioxins, furans, and mercury, are “persistent” chemicals that can be carried long distances in air, land, and water and affect distant areas from the incinerator [31]. According to the NRC Committee, “Pollutants emitted by incinerators that appear to have the potential to cause the largest health effects are particulate matter, lead, mercury, and dioxins and furans” [31]. In addition, toxins such as mercury are known to have the ability to cause significant neurological damage and birth defects, resulting in developmental delays and cognitive defects [27].

In addition to global warming pollutants, incineration releases gases, such as sulfur dioxide, carbon monoxide, and nitrogen oxide, that can cause or exacerbate respiratory and cardiovascular diseases such as asthma, bronchitis, heart attack, and stroke [29,37–39]. These emissions also decrease resistance to infections and, importantly, contribute to smog, acid rain, and ozone formation [40,41]. Exposure to airborne particulate matter is associated with increased risks for asthma, hypertension, stroke, and cardiac diseases [37,42], as well as increased mortality [42,43]. Incinerators of all types emit particulate matter into the atmosphere, which can increase the incidence of respiratory infection, reduce the volume of air inhaled, impair the lungs’ ability to use that air, increase the risk of myocardial infarction, and increase the risk of other serious health problems [28,44]. A recent study found that 2.1 million deaths have been associated with fine particulate matter resulting from human activities [45].

4.2. Water Pollution

Soil contamination and runoff of animal waste and other debris related to drug and chemical testing may result in ground water contamination. Animal waste containing drugs and chemicals that may have unknown toxicities due to their experimental nature exacerbates the growing problem of drugs in public water supplies. A 2002 study by the U.S. Geological Survey found that 80% of sampled rivers and streams contained one or more pharmaceuticals [46], which could originate from the animal agriculture, medical, or research industries.

Public drinking water supplies are contaminated by animal testing because public water treatment facilities often cannot filter out drugs, hormones, and chemical solvents in wastewater (for references, see [47]). Similar to what occurs on a larger scale with pollutants in the animal agriculture industry, these potential toxins may then be carried in to surface water, groundwater tables, and public drinking water supplies [47,48]. There are related serious biological consequences for aquatic animals, and potentially serious health effects for humans, from the presence of antibiotics, endocrine disruptors, cytotoxic cancer drugs, and other drugs in lakes, rivers, streams, and drinking water [49,50]. For example, a 2006 study evaluated the effects of a mixture of drugs designed to mimic river and treated waste water content on human kidney cells, and found that cellular proliferation was reduced 10%–30% compared to control cells [51].

4.3. Soil Contamination

Incinerator residues and water runoff from animal testing facilities may result in soil contamination. Several studies have shown increased levels of heavy metals, dioxins, and polychlorinated dibenzofurans in the soil near incinerators [52–54]. The specific dioxin 2,3,7,8-TCDD, a byproduct of incomplete combustion, is an extremely toxic chemical, and according to International Agency for Research on

Cancer (IARC) a definite human carcinogen [55]. Animal incinerator soil contaminants in bottom ash and fly ash also include calcium, phosphorus, and potassium, which can have toxic effects [56].

5. Impacts on Laboratory Workers' Health

5.1. Laboratory Animal Allergy

The environmental hazards associated with animal research have direct implications on human health. Animals in laboratories are often tightly packed in rooms without outdoor access and dependent on modern air filtration systems. Laboratory animal allergen exposure and the subsequent development of an allergic reaction and asthma remains an important occupational health and environmental safety risk for all personnel involved in the care and use of animals [57–63]. Laboratory animal allergy (LAA) has been formally recognized since 1989 as an occupational hazard by The National Institute for Occupational Safety and Health in the United States. In Great Britain, worker exposure to laboratory animals has been defined as one of the most common causal agents for occupational asthma [64] and has been documented by the Surveillance of Work-related and Occupational Respiratory Disease (SWORD) project since 1989.

Laboratory animal allergy is the collective term used to describe symptoms that may include allergic conjunctivitis, rhinitis, asthma, and dermatological reactions resulting from exposure to animal allergens. Most laboratory animal species have multiple allergen sources that are found in hair, dander, urine, saliva, and serum [65–68]. Inhalation of airborne allergen particles is the principle route of exposure with additional incidence resulting from direct skin and eye contact [67,69]. Percutaneous exposure from animal bites and needles contaminated with animal protein have been documented and may result in systemic allergic reactions such as anaphylaxis [70].

In the U.S., it is estimated that 40,000 to 125,000 individuals are exposed to laboratory animals [71]. The prevalence of work related allergic reactions ranges from 11% to 44% in exposed workers [72,73]. The prevalence of occupational asthma as a result of exposure to laboratory animal allergens ranges from 4 to 22% [72]. Comparatively, overall, about 2 million people work in environments in which they have constant contact with animals or animal products. Approximately 33% of these workers have allergic symptoms, and 10% have symptoms of animal-induced asthma [67].

Laboratory animal workers who are in direct contact with animals are at greatest risk of developing LAA. Indirect exposure may also result through the transfer of animal allergens from the animal facility to the home or general public and has been linked to increased sensitization to animals among children whose parents are occupationally exposed to animals in laboratories [60,74].

Exposure to laboratory animal allergens is an environmental hazard and occupational safety concern that can be eliminated by replacing the current predominance of animal research and testing with *in vitro* alternatives.

5.2. Waste Anesthetic Gases (WAGs)

Waste anesthetic gases (WAGs) are gases and vapors that can leak into the breathing zone and environment of laboratory personnel during medical procedures. Inhalation of WAGs has been associated with both acute and long term chronic effects. Acute symptoms include drowsiness, headaches,

irritability, depression, dizziness, nausea, and neurobehavioral effects. Increased incidences of neurologic and reproductive dysfunction, hepatic and renal toxicity, and neoplasia have been linked to chronic low-level exposure of health care professionals [75]. Nitrous oxide and halogenated anesthetics such as isoflurane are commonly used in animal research facilities and pose an unnecessary environmental health risk in the workplace. The occupational health hazard for personnel working with animals in laboratories is potentially elevated due to facilities performing anesthetic procedures in small, multi-user rooms; the presence of many different portable anesthetic gas delivery systems complicating routine maintenance, gas scavenging, and atmospheric monitoring; and prolonged exposure to WAGs during experimental procedures for large treatment groups [75]. The United States Occupational Safety and Health Administration does not have standards that specifically address waste anesthetic gases, however, the National Institute of Occupational Safety and Health has recommended that halogenated anesthetic exposure not exceed 2 parts per million (ppm) on a time weighted average. According to one study examining WAGs in laboratory animal facilities, intermittent staff exposure to isoflurane emissions at concentrations exceeding 5 to 10 ppm is likely [75]. In many animal research laboratories, isoflurane is the preferred gas anesthetic [76].

5.3. Laboratory Acquired Infections (LAI)

Zoonotic disease transmission in an animal research facility is an occupational safety and health risk affecting laboratory animal handlers. Laboratory acquired infections (LAI) can occur through direct contact with the animals or indirect contact by means of contaminated tissue, equipment, and supplies. The primary mode of transmission is air borne through aerosolization of infectious material with additional exposure risks from animal bites, scratches, exposure to contaminated equipment, and accidental ingestion of contaminated material [77]. The American College of Laboratory Animal Medicine classifies macaques, pigs, dogs, rabbits, mice, and rats as the most common species used in research animal facilities that are established or potential hosts for zoonotic disease [78]. Ringworm, Q fever, cat scratch disease, ectoparasites, and simian foamy virus represent a small number of zoonotic diseases in which confirmed cases have been reported in recent years and it is speculated that overall disease incidence is underreported [79]. One study estimated the annualized incidence rate of zoonotic disease transmission from laboratory animals at 45 cases per 10,000 worker-years, a rate comparable to nonfatal occupational illnesses for full time workers in the agricultural production-livestock industry and for those employed in the health services industry [79].

In documented cases of zoonosis in animal research facilities the severity of LAI ranges from asymptomatic to death [79]. Case examples of LAIs in animal research facilities have been recently reported including a deadly outbreak of respiratory illness in a colony of titi monkeys at the California National Primate Research Center that was transmitted to a researcher in May 2009 [80]. The adenovirus responsible for the outbreak is a novel strain known as titi-monkey adenovirus (TMAdV) that resulted in 23 of 65 monkeys developing symptoms with an 83% mortality rate [80]. A researcher at the facility who had close contact with the infected colony developed flu-like upper-respiratory-tract symptoms, including pneumonia, shortly thereafter and a family member of the researcher also acquired the illness; both recovered and tested positive for antibodies to TMAdV providing strong evidence of cross transmission from the monkeys to the researcher [81]. In more severe circumstances, death has

occurred due to laboratory acquired infections in research animal facilities. In 1997 a primate researcher at Yerkes Regional Primate Research Center was infected with herpes B following exposure to a drop of body fluid from a rhesus monkey [82]. The researcher died six weeks following the exposure to herpes B, a virus common in primates but rare in humans. In humans, it has a 70% mortality rate [83].

6. Biodiversity Impacts

6.1. Capture from the Wild

We are in an era of unprecedented threats to biodiversity. The current loss of species is estimated to be 50 to 500 times higher than the natural background rates found in the fossil record [84]. Tens of thousands of monkeys have been captured from the wild and transported to research facilities in the U.S. and other countries over the past few years [85]. This alarming fact raises not only animal welfare concerns but also population and biodiversity concerns. Population data for many species of monkeys traded for research are lacking. According to Ardith Eudey of the World Conservation Union Primate Specialist Group, “Macaques (the most commonly used monkey in laboratories) frequently are considered as well known or common: as a consequence, data on the present status of populations such as numbers, distribution and population trends are deficient for most species, especially those that are widespread geographically...” [86].

In 2008 Eudey expressed concern that the long-tailed macaque (*Macaca fascicularis*), a species of monkey commonly used in animal research, population was rapidly declining in the wild [87]. Although most traded long-tailed macaques are reported as being captive bred, Eudey and non-governmental organizations suspect that the export of wild-caught monkeys continues, using false permits [86]. Thus, it is suspected that claims of captive breeding are hiding increased numbers of wild-caught monkeys. In addition, breeding farms continue to obtain long-tailed macaques from the wild [88].

The World Conservation Union Red List currently lists the international trade for laboratory research as a threat to the continued existence of the long-tailed and rhesus macaques [87,89]. Regarding the rhesus macaque, it states, “Confiscation for laboratory testing is a mostly localized threat, but it is considerable in certain areas... Capture and release of laboratory and ‘problem monkeys’ from rural and urban areas into natural forests is a major threat to wild macaques” [89].

In 2012, 17,915 non-human primates were imported into the U.S. [85]. The vast majority, 15,110, were long-tailed macaques, also known as crab-eating macaques. More than 1000 rhesus macaques and green monkeys each were imported. 55.9% of the monkeys imported originated in China, 18.4% in Mauritius, 8% in Cambodia, 7.9% in Vietnam, 6.4% in Saint Kitts and Nevis, 1.3% in Indonesia, and 0.62% in Guyana. Research facilities are the largest importers of primates [85]. While Fish and Wildlife Service documents indicate that 7.8% of primates imported are wild-caught and 26.1% were born to parents who were wild-caught [85], there are reports of falsified documents indicating that the monkeys were captive-bred when in fact they were not.

Of further note, the trade in monkeys for research and testing raises concerns about the growth and spread of dangerous pathogens. Animals are exposed to conditions of over-crowding, extreme

temperatures, and unsanitary conditions. In these conditions, animal diseases are common, resulting in “ideal conditions for pathogens to multiply” [90].

6.2. Genetically Modified Animals

The development and proliferation of GM animals in research facilities raises concerns as to the impact these animals could potentially have on the environment and indigenous populations if they are released or escape. In 2002 the National Academies’ National Research Council expressed these concerns in a formal report requested by the Food and Drug Administration. In the report the committee concludes that the potential for GM animals escaping and interbreeding with or out-competing wild populations is the primary concern with advances in animal biotechnology [91]. This concern is further expressed in an article regarding the welfare of GM animals. The author states, “If animals whose genome has been altered by the stable introduction of recombinant DNA in the germ line should escape and breed with feral populations, the environment could be altered and a disastrous situation might be created” [92].

7. Conclusions

Record-keeping and regulation of all environmental aspects of animal research and testing are extremely limited or non-existent. At a fundamental level, rats, mice, and birds must be covered under the Animal Welfare Act in order to begin recording the scope of animal use. Although records and studies are limited, this review attempts to elucidate areas of environmental concern. Further areas of environmental concern necessary to address include:

- The use of animals, and associated chemicals and supplies, in research and testing, and their disposal in to the environment on an international level. Many animal research companies based in the U.S. have labs in other countries, including China, the Philippines, and India.
- Research and testing involving injecting or exposing animals to radioactive materials creates radioactive carcasses, feces, urine, blood, and other wastes with additional environmental concern. In addition, working with animals who have received radioactive material presents a risk to workers in labs.
- Large scale killing of animals used in research or bred for future research due to disease, facility resource constraints, funding limitations, and research demands are further examples of waste and animal disposal concerns found in the animal research industry.

While industries such as those involved in animal agriculture and energy production have a larger contribution to the negative environmental impacts discussed in this review, it is important to address the impacts of all industries and to discuss all methods to alleviate them. Animal research and testing uses more than 100 million animals every year, contributing to air, water, and soil pollution, public health concerns, and biodiversity concerns. In addition, there are a multitude of alternative testing methods.

Non-animal methods have the inherent advantage of sparing significant numbers of animals from the pain and distress commonly associated with laboratory life and use, a goal consistent with public opinion polls [93–95]. Additionally, non-animal methods are often less costly and less time-consuming

to perform and promise faster delivery of test results with greater applicability to humans [17]. For all of these reasons, industry, government agencies, and other stakeholders must in due diligence consider the environmental impacts of animal testing and research in deciding whether to require the use of non-animal alternatives whenever available.

Acknowledgments

The authors would like to express their gratitude to Jarrod Bailey for his initial research regarding the environmental effects of air pollution, water pollution, and soil contamination. We also thank Mark Axelrod and Rick Borchelt for their reviews of and helpful comments on this manuscript.

Author Contributions

Katherine Groff designed the review, conducted research, and wrote the main manuscript. Eric Bachli conducted research and conceived of and wrote the sections of the review on the impacts on laboratory workers' health. Molly Lansdowne conducted research. Theodora Capaldo conceived of the review and contributed to the editing process. All authors discussed the results.

Conflicts of Interest

While preparing this manuscript, the authors were employed by NEAVS, whose mission is to end the use of animals in research, testing, and science education.

References

1. Koneswaran, G.; Nierenberg, D. Global farm animal production and global warming: Impacting and mitigating climate change. *Environ. Health Perspect.* **2008**, *116*, 578–582.
2. Food and Agriculture Organization of the United Nations, “FAOSTAT” 2012. Available online: <http://faostat.fao.org/> (accessed on 22 May 2014).
3. Taylor, K.; Gordon, N.; Langley, G.; Higgins, W. Estimates for worldwide laboratory animal use in 2005. *Altern. Lab. Anim.* **2008**, *36*, 327–342.
4. Knight, A. *The Costs and Benefits of Animal Experiments*; Palgrave Macmillan: Basingstoke, UK, 2011.
5. USDA. Animal Care Information System Search Tool. Available online: <http://acissearch.aphis.usda.gov/LPASearch/faces/CustomSearch.jspx>. (accessed on 25 July 2013).
6. Cohen, H. The animal welfare act. *J. Anim. Law* **2006**, *2*, 13–26.
7. Animal Welfare Institute. Rats, Mice & Birds. Available online: <https://awionline.org/content/rats-mice-birds> (accessed on 10 May 2013).
8. California Biomedical Research Association. Why Are Animals Necessary in Biomedical Research? Available online: <http://ca-biomed.org/csbr/pdf/fs-whynecessary.pdf> (accessed on 10 May 2013).
9. Americans for Medical Progress. Animal Research FAQs: The Top 10 Questions. Available online: <http://www.amprogress.org/AnimalResearchFAQ> (accessed on 10 May 2013).

10. Carbone, L. *What Animals Want : Expertise and Advocacy in Laboratory Animal Welfare Policy*; Oxford University Press: San Francisco, CA, USA, 2004.
11. Stallwood, A.; Aid, A.; *Science Corrupted: Revealed: The Nightmare World of GM Mice*; Tyler, A., Ed.; Animal Aid: Kent, UK, 2013.
12. Robinson, V.; Jennings, M.; Working Group. Refinement and reduction in the production of genetically modified mice: Sixth report of the BVAAWF/FRAME/RSPCA/UFAW Joint Working Group on Refinement. *Altern. Lab. Anim. (ATLA)* **2004**, *32*, 373–375.
13. *Animal Welfare Act. 7 U.S.C. § 2131–2159*; United States Congress: Washington, DC, USA, 1966.
14. Office of Laboratory Animal Welfare. *Institutional Animal Care and Use Committee Guidebook*; National Institutes of Health: Bethesda, MD, USA, 2002.
15. Bus, J. Current State and Directions of Animal Toxicity Testing. Presented at the American Chemical Society/Society of Toxicology/Society for Risk Analysis Congressional Briefing. Available online: <http://www.acs.org/content/dam/acsorg/policy/acsonthehill/briefings/toxicitytesting/bus-presentation.pdf> (accessed on 10 December 2009).
16. Sullivan, K.; Beck, N.; Sandusky, C.; Willett, C. A discussion of the impact of us chemical regulation legislation on the field of toxicity testing. *Toxicol. In Vitro* **2011**, *25*, 1231–1236.
17. National Research Council Committee on Toxicity and Assessment of Environmental Agents. *Toxicity Testing in the Twenty-first Century: A Vision and a Strategy*; National Academies Press: Atlanta, GA, USA, 2007.
18. EPA National Center for Computational Toxicology. Computational Toxicology Research Program. Available online: <http://www.epa.gov/nccet/toxcast/> (accessed on 23 September 2013).
19. National Research Council. Toxicity Testing for Assessment of Environmental Agents: Interim Report, 2006. Available online: http://www.nap.edu/openbook.php?record_id=11523&displayrelated=1 (accessed on 25 July 2013).
20. Developmental Therapeutics Program. NCI-60 DTP Human Tumor Cell Line Screen. Available online: <http://dtp.nci.nih.gov/branches/btb/ivclsp.html> (accessed on 26 July 2013).
21. Cubitt, S.; Sharp, G. Maintaining quality and reducing energy in research animal facilities. *Animal Technology and Welfare*, August 2011, pp. 91–97.
22. Reynolds, S.D. Green and lean: Methods of improving lab animal room ventilation. *ALN*, 31 December 2008.
23. National Research Council Committee for the Update of the Guide for the Care and Use of Laboratory Animals. *Guide for the Care and Use of Laboratory Animals*, 8th ed.; National Academies Press: Washington, DC, USA, 2011.
24. National Research Council. Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards. 2011. Available online: http://www.nap.edu/openbook.php?record_id=12654 (accessed on 25 July 2013).
25. EPA. Envirofacts Multisystem Search. Available online: <http://www.epa.gov/enviro/facts/multisystem.html> (accessed on 25 July 2013).
26. Suckow, M.A.; Douglas, F.A.; Weichbrod, R.H. *Management of Laboratory Animal Care and Use Programs*; CRC Press: Boca Raton, FL, USA, 2002.

27. Union of Concerned Scientists. Comments of the Union of Concerned Scientists before the Maine Legislature's Utilities and Commerce Committee on LD 1312: The Maine Renewable Resource Portfolio Requirement. 9 April 2003. Available online http://www.ucsusa.org/assets/documents/clean_energy/me-comments-4-9-03.pdf (accessed on 25 July 2013).
28. Allsopp, M.; Costner, P.; Johnston, P. Incineration and human health. *Environ. Sci. Pollut. Res.* **2001**, *8*, 141–145.
29. Franchini, M.; Rial, M.; Buiatti, E.; Bianchi, F. Health effects of exposure to waste incinerator emissions: a review of epidemiological studies. *Ann. Dell'Istituto Super. Sanità.* **2004**, *40*, 101–115.
30. EPA. Boilers, Process Heaters, Commercial/Industrial Solid Waste Incinerators. Available online: <http://www.epa.gov/airquality/combustion/> (accessed on 27 February 2014).
31. National Research Council Committee on Health Effects of Waste Incineration. *Waste Incineration and Public Health*; The National Academies Press: Washington, DC, USA, 2000.
32. Chen, S.-J.; Hung, M.-C.; Huang, K.-L.; Hwang, W.-I. Emission of heavy metals from animal carcass incinerators in Taiwan. *Chemosphere* **2004**, *55*, 1197–1205.
33. Chen, S.-J.; Hsieh, L.-T.; Chiu, S.-C. Emission of polycyclic aromatic hydrocarbons from animal carcass incinerators. *Sci. Total Environ.* **2003**, *313*, 61–76.
34. WHO Regional Office for Europe. *Air Quality Guidelines*, 2nd ed.; WHO Regional Office for Europe: Copenhagen, Denmark, 2000.
35. EPA. Polycyclic Aromatic Hydrocarbons. Jan-2008. Available online: <http://www.epa.gov/osw/hazard/wastemin/minimize/factsheets/pahs.pdf> (accessed on 25 July 2013).
36. EPA. Technical Factsheet on: Barium. Available online: <http://www.epa.gov/ogwdw/pdfs/factsheets/ioc/tech/barium.pdf> (accessed on 25 July 2013).
37. D'Amato, G.; Liccardi, G.; D'Amato, M.; Holgate, S. Environmental risk factors and allergic bronchial asthma. *Clin. Exp. Allergy* **2005**, *35*, 1113–1124.
38. Bernstein, J.A.; Alexis, N.; Barnes, C.; Bernstein, I.L.; Bernstein, J.A.; Nel, A.; Peden, D.; Diaz-Sanchez, D.; Tarlo, S.M.; Williams, P.B. Health effects of air pollution. *J. Allergy Clin. Immunol.* **2004**, *114*, 1116–1123.
39. Maynard, R. Key airborne pollutants—The impact on health. *Sci. Total Environ.* **2004**, *334–335*, 9–13.
40. National Geographic. Air Pollution. Available online: <http://environment.nationalgeographic.com/environment/global-warming/pollution-overview/> (accessed on 25 July 2013).
41. Rowat, S.C. Incinerator toxic emissions: A brief summary of human health effects with a note on regulatory control. *Med. Hypotheses* **1999**, *52*, 389–396.
42. Brook, R. You are what you breathe: Evidence linking air pollution and blood pressure. *Curr. Hypertens. Rep.* **2005**, *7*, 427–434.
43. Krewski, D.; Burnett, R.; Goldberg, M.; Hoover, K.; Siemiatycki, J.; Jerrett, M.; Abrahamowicz, M.; White, W. Overview of the reanalysis of the Harvard six cities study and American Cancer Society study of particulate air pollution and mortality. *J. Toxicol. Environ. Health A* **2003**, *66*, 1507–1552.
44. EPA. Extramural Research: Particulate Matter. Available online: <http://www.epa.gov/ncer/science/pm/> (accessed on 17 January 2014).

45. Silva, R.A.; West, J.J.; Zhang, Y.; Anenberg, S.C.; Lamarque, J.-F.; Shindell, D.T.; Collins, W.J.; Dalsoren, S.; Faluvegi, G.; Folberth, G.; *et al.* Global premature mortality due to anthropogenic outdoor air pollution and the contribution of past climate change. *Environ. Res. Lett.* **2013**, *8*, doi:10.1088/1748-9326/8/3/034005.
46. United States Geological Survey. Pharmaceuticals, hormones, and other organic wastewater contaminants in US streams. *Environ. Sci. Technol.* **2002**, *36*, 1202–1211.
47. Stackelberg, P.E.; Furlong, E.T.; Meyer, M.T.; Zaugg, S.D.; Henderson, A.K.; Reissman, D.B. Persistence of pharmaceutical compounds and other organic wastewater contaminants in a conventional drinking-water-treatment plant. *Sci. Total Environ.* **2004**, *329*, 99–113.
48. Kolpin, D.; Furlong, E.; Meyer, M.; Thurman, E.M.; Zaugg, S.; Barber, L.; Buxton, H. Pharmaceuticals, hormones, and other organic wastewater contaminants in U.S. streams, 1999–2000: A national reconnaissance. *Environ. Sci. Technol.* **2002**, *36*, 1202–1211.
49. Pill-popping society fouling our water. *CBC News*, 27 March 2006.
50. Daughton, C.G.; Ternes, T.A. Pharmaceuticals and personal care products in the environment: Agents of subtle change? *Environ. Health Perspect.* **1999**, *107*, 907–938.
51. Pomati, F.; Castiglioni, S.; Zuccato, E.; Fanelli, R.; Vigetti, D.; Rossetti, C.; Calamari, D. Effects of a complex mixture of therapeutic drugs at environmental levels on human embryonic cells. *Environ. Sci. Technol.* **2006**, *40*, 2442–2447.
52. Segura-Muñoz, S.I.; Takayanagui, A.M.M.; Trevilato, T.M.B.; Santos, C.B.; Hering, S.E. Trace metal distribution in surface soil in the area of a municipal solid waste landfill and a medical waste incinerator. *Bull. Environ. Contam. Toxicol.* **2004**, *72*, 157–164.
53. Jimenez, B.; Eljarrat, E.; Hernández, L.M.; Rivera, J.; González, M.J. Polychlorinated dibenzo-p-dioxins and dibenzofurans in soils near a clinical waste incinerator in Madrid, Spain. Chemometric comparison with other pollution sources and soils. *Chemosphere* **1996**, *32*, 1327–1348.
54. Oh, J.-E.; Choi, S.-D.; Lee, S.-J.; Chang, Y.-S. Influence of a municipal solid waste incinerator on ambient air and soil PCDD/Fs levels. *Chemosphere* **2006**, *64*, 579–587.
55. Mandal, P.K. Dioxin: A review of its environmental effects and its aryl hydrocarbon receptor biology. *J. Comp. Physiol.* **2005**, *175*, 221–230.
56. Thompson, L.J.; Ebel, J.G., Jr.; Manzell, K.L.; Rutzke, M.; Gutenmann, W.H.; Lisk, D.J. Analytical survey of elements in veterinary college incinerator ashes. *Chemosphere* **1995**, *30*, 807–811.
57. The National Institute for Occupational Safety and Health. Preventing asthma in animal handlers. *NIOSH Alert*, 1998. Available online: <http://www.cdc.gov/niosh/docs/97-116/pdfs/97-116sum.pdf> (accessed on 9 May 2014).
58. Stave G.M.; Darcey, D.J. Prevention of laboratory animal allergy in the United States: A national survey. *J. Occup.* **2012**, *54*, 558–563.
59. Pacheco, K.A.; McCAMMON, C.; Thorne, P.S.; O'Neill, M.E.; Liu, A.H.; Martyny, J.W.; Vandyke, M.; Newman, L.S.; Rose, C.S. Characterization of endotoxin and mouse allergen exposures in mouse facilities and research laboratories. *Ann. Occup. Hyg.* **2006**, *50*, 563–572,

60. Krop, E.J.M.; Doekes, G.; Stone, M.J.; Aalberse, R.C.; van der Zee, J.S. Spreading of occupational allergens: Laboratory animal allergens on hair-covering caps and in mattress dust of laboratory animal workers. *Occup. Environ. Med.* **2007**, *64*, 267–272.
61. Nicholson, P.J.; Mayho, G.V.; Roomes, D.; Swann, A.B.; Blackburn, B.S. Health surveillance of workers exposed to laboratory animal allergens. *Occup. Med.* **2010**, *60*, 591–597.
62. Elliott, L.; Heederik, D.; Marshall, S.; Peden, D.; Loomis, D. Incidence of allergy and allergy symptoms among workers exposed to laboratory animals. *Occup. Environ. Med.* **2005**, *62*, 766–771.
63. Gordon, S.; Preece, R. Prevention of laboratory animal allergy. *Occup. Med.* **2003**, *53*, 371–377.
64. Health and Safety Executive. Occupational Asthma in Great Britain 2013. Available online: <http://www.hse.gov.uk/statistics/causdis/asthma/asthma.pdf> (accessed on 10 December 2013).
65. Bush, R.K.; Wood, R.A.; Eggleston, P.A. Laboratory animal allergy. *J. Allergy Clin. Immunol.* **1998**, *102*, 99–112.
66. National Institutes of Health Division of Occupational Health and Safety. The National Institutes of Health Laboratory Animal Allergy Prevention Program. 5 February 2014. Available online: <http://www.ors.od.nih.gov/sr/dohs/Documents/LAAPP.pdf> (accessed on 9 May 2014).
67. CDC—NIOSH Publications and Products—Preventing Asthma in Animal Handlers (97–116). Available online: <http://www.cdc.gov/niosh/docs/97-116/> (accessed on 9 May 2014).
68. Glueck, J.T.; Huneke, R.B.; Perez, H.; Burstyn, I. Exposure of laboratory animal care workers to airborne mouse and rat allergens. *J. Am. Assoc. Lab. Anim. Sci. JAALAS* **2012**, *51*, 554–560.
69. Harrison, D.J. Controlling exposure to laboratory animal allergens. *ILAR J.* **2001**, *42*, 17–36.
70. Bush R.K.; Stave, G.M. Laboratory animal allergy: An update. *ILAR J. Natl. Res. Counc. Inst. Lab. Anim. Resour.* **2003**, *44*, 28–51.
71. Seward, J.P. Occupational allergy to animals. *Occup. Med. Phila. Pa* **1999**, *14*, 285–304.
72. Seward, J.P. Medical surveillance of allergy in laboratory animal handlers. *ILAR J. Natl. Res. Counc. Inst. Lab. Anim. Resour.* **2001**, *42*, 47–54.
73. Jones, M.; Schofield, S.; Jeal, H.; Cullinan, P. Respiratory protective equipment reduces occurrence of sensitization to laboratory animals. *Occup. Med.* **2014**, *64*, 104–108.
74. Krakowiak, A.; Szulc, B.; Górski, P. Allergy to laboratory animals in children of parents occupationally exposed to mice, rats and hamsters. *Eur. Respir. J.* **1999**, *14*, 352–356.
75. Smith, J.C.; Bolon, B. Atmospheric waste isoflurane concentrations using conventional equipment and rat anesthesia protocols. *Contemp. Top. Lab. Anim. Sci. Am. Assoc. Lab. Anim. Sci.* **2002**, *41*, 10–17.
76. Taylor, D.K.; Mook, D.M. Isoflurane waste anesthetic gas concentrations associated with the open-drop method. *J. Am. Assoc. Lab. Anim. Sci. JAALAS* **2009**, *48*, 61–64.
77. Fox, J.G.; Anderson, L.C.; Loew, F.M.; Quimby, F.W. *Laboratory Animal Medicine*; Academic Press: Waltham, MA, USA, 2002.
78. Hankenson, F.C.; Johnston, N.A.; Weigler, B.J.; Di Giacomo, R.F. Zoonoses of occupational health importance in contemporary laboratory animal research. *Comp. Med.* **2003**, *53*, 579–601.
79. Weigler, B.J.; Di Giacomo, R.F.; Alexander, S. A national survey of laboratory animal workers concerning occupational risks for zoonotic diseases. *Comp. Med.* **2005**, *55*, 183–191.

80. Cormier, Z. Respiratory virus jumps from monkeys to humans. *Nat. News* 2011, doi:10.1038/news.2011.416.
81. Yu, G.; Yagi, S.; Carrion, R., Jr.; Chen, E.C.; Liu, M.; Brasky, K.M.; Lanford, R.E.; Kelly, K.R.; Bales, K.L.; Schnurr, D.P.; *et al.* Experimental cross-species infection of common marmosets by titi monkey adenovirus. *PloS One* **2013**, *8*, doi:10.1371/journal.pone.0068558.
82. Mullen, W. Monkeys can pose threat. *Chicago Tribune*, 13 December 1997.
83. Bragg, R. A drop of virus from a monkey kills a researcher in 6 weeks. *New York Times*, 14 December 1997.
84. Food and Agriculture Organization of the United Nations. *Livestock's Long Shadow: Environmental Issues and Options*; FAO: Roma, Italy, 2006.
85. Strong, S. U.S. primate import statistics for 2012. *Int. Primat. Trade* 18 January 2013.
86. Eudey, A.A. The Crab-Eating Macaque (*Macaca fascicularis*): Widespread and rapidly declining *Primate. Conserv.* **2008**, *23*, 129–132.
87. Ong P.; Richardson, M. IUCN Red List of Threatened Species: *Macaca fascicularis* Version 2013.2, 2008. Available online: <http://www.iucnredlist.org> (accessed on 23 May 2014).
88. Nadler, T.; Thanh, V.; Streicher, U. Conservation status of Vietnamese primates. *Vietnam. J. Primatol.* **2007**, *1*, 7–26.
89. Timmins, R.; Richardson, M.; Changan, A.; Yongcheng, L. IUCN Red List of Threatened Species: *Macaca mulatta*. 2008. Available online: <http://www.iucnredlist.org> (accessed on 23 May 2014).
90. Akhtar, A. The need to include animal protection in public health policies. *J. Public Health Policy* **2013**, *34*, 549–559.
91. National Research Council. *Animal Biotechnology: Science Based Concerns*; The National Academies Press: Washington, DC, USA, 2002.
92. Dennis, M.B. Welfare issues of genetically modified animals. *ILAR J.* **2002**, *43*, 100–109.
93. Gallup Poll. Older Americans' Moral Attitudes Changing. Available online: <http://www.gallup.com/poll/162881/older-americans-moral-attitudes-changing.aspx?version=print> (accessed on 20 December 2013).
94. Humane Research Council. The Animal Tracker. Available online: <http://spot.humaneresearch.org/content/animal-tracker-wave-4-march-2011> (accessed on 26 February 2014).
95. Lake Research Partners. Ending Cosmetic Testing on Animals in the United States. Available online: http://www.humanesociety.org/assets/pdfs/animals_laboratories/cosmetic_product_testing/cosmetic_testing_poll_results.pdf (accessed on 15 January 2014).

© 2014 by the authors; licensee MDPI, Basel, Switzerland. This article is an open access article distributed under the terms and conditions of the Creative Commons Attribution license (<http://creativecommons.org/licenses/by/3.0/>).

From:
To: [Planning](#)
Subject: Subject: File No. OP 25-08-I and ZN 1-25-05, Owners Matthew and Jacklynn Bowcott - Applicant Zelinka Priamo Ltd.
Date: Tuesday, September 9, 2025 4:00:32 PM

September 9, 2025

Attention: Dustin Robson
 Development Planner - County of Oxford
 P.O. Box 1614, 21 Reeve St., Woodstock, Ontario
 N4S 7Y3

Letter of Concern

We are writing this email as new residents of Innerkip (1 1/2 years) and to express our concern over a proposed zoning amendment (OP 25-08-I and ZN 1-25-05) and the application to build an animal/industrial size crematorium (10,000 sq ft) within 1 km of our residence.

The concerns we have for this project are as follows:

- **Precedent:** Approving and changing the zoning in an agricultural zone will open doors for future non-agricultural industry.
- **Public health and Air Quality:** Emissions from proposed stack (which has not been shown on the drawings but has been advised there will be one) Also odours with the cremation process given the proximity

to homes, schools, conservation areas. Latest technology within the facility is only as good as the operation of the equipment, age of equipment and maintenance of the facility

- **Traffic:** Increased traffic in area, especially the driveway into the crematorium on Blandford Rd. (between two residences) We are assuming there will be larger transportation vehicles due to the drive thru and 14 ft

door at the back of the facility

- **Disposal of bi-product:** What will be the process of disposing of the bi-product? Where will it be disposed of? Facility is right beside a creek bed, what system is in place for waste water?
- **Environmental Issues and Impact:** The proposed site is surrounded by conservation land. Even though the plans show the required variance, the emissions and additional activity/noise/traffic will effect

the natural habitats of the wildlife in that area.

- **Property Values:** What will be the impact of property values in our area?

We moved to this area for a quieter lifestyle and its agricultural presence, so to hear that this zoning change to industrial is being considered is very disheartening.

Thank you for your attention to this matter. I trust that the County will prioritize the health and well being of the residents.

Milan & Patricia Sokic
23 Elisabeth St
Innerkip, ON N0J 1M0

Dustin Robson-
Development Planner
Community Planning
County of Oxford
519-539-9800 ext.3211
planning@oxfordcounty.ca

Re: File No: OP 25-08-1 and ZN 1-25-05
Owners: Matthew and Jacklynn Bowcott
Applicant: Zelinka Priamo Ltd.

September 25, 2025

Hi Dustin,

I have been trying to think of what to write in my letter and my concerns about the proposed zone change and official plan amendment for the Animal Crematorium. We moved to Innerkip from an area with an Industrial park a kilometer or so away. If the windows were open at night you could hear the buzz off the park. I can't imagine all the different noises that will be coming from a factory of this magnitude (10 000 Sq. Ft.) and within a stones throw of my back door.

After being here since 2011 and enjoying the peace and serenity of the Innerkip country mornings where you step outside and can hear a pin drop in the dead silence or in my case the sound of the car tires going down the road and hearing the click click as the vehicle goes over the bridge into or out of town, sometimes you can even hear the golfers yelling "4".

My concerns are genuine and based on the short and long term effects on human and wildlife health resulting from the noise, particles/emissions, odors and disease present from deceased animals whose carcasses/ashes/remains are associated with an animal crematorium/factory of this nature.

Please help save or community and farm land to be free from Industrial development.

Mike Steeves
775810 Blandford Road
Innerkip, ON

Letter of Concern

Kathy Hastie
68 Captain McCallum Dr.
New Hamburg, ON N3A0B6

2025-09-06

Dustin Robson,
Development Planner
County of Oxford
P.O. Box 1614, 21 Reeve St.
Woodstock, ON N4S 7Y3

**Subject: File No. OP 25-08-I and ZN 1-25-05. Owners Matthew & Jacklynn Bowcot
Applicant Zelinka Priamo Ltd.**

Dear Mr. Robson,

I am writing as the daughter of long-time residents of Innerkip, and as a former resident myself, to express my concerns regarding the proposed zoning amendment (File No. ZN 1-25-05 & OP 25-08-I) and the related application to construct an animal crematorium within two kilometres of residential properties in our community.

While I understand the County's responsibility to evaluate applications that may support business development, I urge you to carefully consider the potential impacts this project could have on nearby residents and the character of our rural community:

- **Public Health and Air Quality:** Emissions and odours associated with cremation processes may adversely affect local air quality, particularly given the proximity of homes, schools, and recreational areas.
- **Environmental Impacts:** Establishing a crematorium on agricultural land raises concerns about soil, water, and ecological health in an area that relies heavily on farming and natural landscapes.
- **Community Character:** Innerkip is a family-oriented community where residential and agricultural uses coexist. A crematorium would be incompatible with surrounding land uses and could negatively affect property values and community well-being.
- **Precedent:** Approving such a facility near residential neighbourhoods could set a concerning precedent for future zoning and land-use decisions in Oxford County.

For these reasons, I respectfully request that the County carefully weigh these concerns before making any decision on this rezoning and development application. A more appropriate location—farther removed from residential areas and community hubs—should be considered for this type of operation.

Thank you for your attention to this matter. I trust that the County will prioritize the health, safety, and quality of life of its residents in the decision-making process.

Sincerely,



Kathy Hastie

Formerly of Innerkip, Ontario

September 10, 2025

Dustin Robson, Development Planner

County of Oxford

P.O. Box 1614 21 Reeve Street

Woodstock, On N4S 7Y3

File# OP 25-08-1 and ZN 1-25-05

Owners: Matthew and Jacklynn Bowcott

Applicant: Zelinka Priamo Ltd.

I have been a resident of Innerkip for 33 years and I am opposing this Official Plan Amendment and Zone change.

My property lies adjacent to the Bowcotts. This proposal, if allowed, will greatly impact the value of my property.

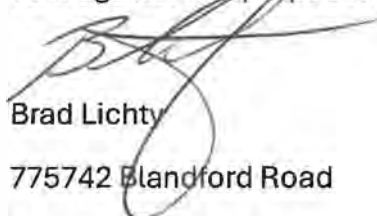
Emissions from these proposed 49' stacks will not be good for human or wildlife.

The noise, odour, toxins and vibrations from this facility will be detrimental to our well being and I believe the quality of our health will be greatly impacted.

We are so fortunate to have local farmers that supply the food we eat to myself, my family and our community. We do not want toxins from this crematorium to be contaminating our fields.

A crematorium has no business being in a residential area. This is zoned agriculture. Residents do not want this.

I am against this proposal.



Brad Lichty

775742 Blandford Road

Innerkip, On N0J 1M0

September 10, 2025

Dustin Robson, Development Planner

County of Oxford

P.O.Box 1614, 21 Reeve Street

Woodstock, On N4S 7Y3

File# OP 25-08-1 and ZN 1-25-05

Owners: Matthew and Jacklynn Bowcott

Applicant: Zelinka Priamo Ltd.

I am writing this letter in opposition to the proposed Zone change and an Official Plan Amendment for an animal crematorium.

I have concerns regarding this proposal.

My concerns: Emissions from an animal crematorium emitted into our already vulnerable environment. Particulates emitted from these facilities will be inhaled impacting air quality and respiratory health not only for human life but our precious pets and wildlife.

These 49' stacks will be emitting so many toxins into our bodies and environment impacting our ecosystem.

I have concerns for the health and well being of myself, my family, children, grandchildren, pets and future generations.

The noise, rumbling and vibrations of the furnaces will be disruptive. Our homeostasis to human life and wildlife will be compromised.

Our property value will also be affected.

We are zoned as agricultural. This is not agriculture.

I love my home, property and community. Every day I am grateful to live in a clean, quiet rural environment. I believe this will change if this proposal is allowed.

I am also interested in receiving reports and notices of decisions.

Thank you for considering my concerns.

Patti Lichty

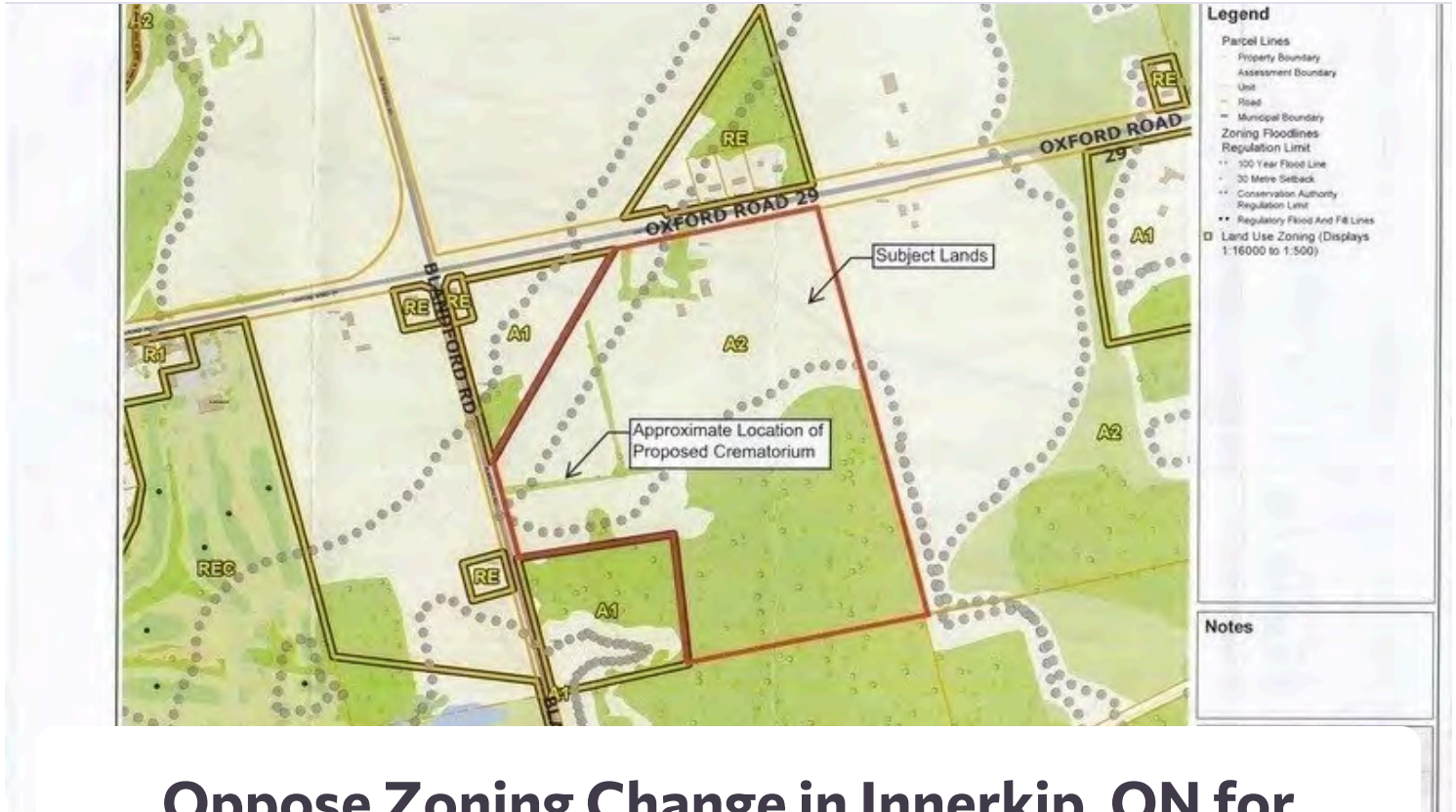


775742 Blandford Road

Innerkip, On N0J 1M0

Start a petition

Item 7.a.1



Oppose Zoning Change in Innerkip, ON for Bowcott Property

 Sign petition

192 

Verified signatures ▼

The Issue

Growing up in Innerkip, ON, agriculture has always been at the heart of our community where families like mine—not just the Bowcotts—live, work, and build their lives. That is why I'm opposing the proposed re-zoning change for File No.: OP 25-08-1 and ZN 1-25-05, involving owners Matthew and Jacklynn Bowcott and the applicant Zelinka Priamo Ltd. The land is currently zoned A2 for general agriculture, and converting it to A2-sp is not the best use for these valuable agricultural lands.

The proposed zoning change raises several concerns for the well-being of our community:

- increase in traffic to and from the site, which will not only be disruptive but also increase the risk of accidents in our quiet area. Safety should be our priority, and this zoning change threatens that.
- potential for contamination in the water running adjacent to the property. This creek represents not just a local water resource but an ecosystem that could be irreversibly harmed by pollutants. A toxic spill could easily ruin the water quality, affecting both humans and wildlife, with long-term consequences.
- spread of infections is another significant risk, particularly if carcasses, possibly from future operations on the site, are not handled correctly. This is an immediate risk for outbreaks affecting humans and animals alike, impacting local health and agriculture in detrimental ways.
- Air quality could be compromised due to the potential burning of gas to incinerate animals. Such actions could lead to air pollution, causing respiratory issues for residents—especially the young and elderly—and diminishing overall quality of life.

We must consider what we stand to lose if these changes proceed. The current agricultural designation supports our local economy, ensures sustainable practices, and maintains the environmental balance. Changing the zoning jeopardizes all of this for a short-term plan that does not benefit the majority of Innerkip area residents.

 Support now

 Sign petition

generations. Your support is crucial to maintaining our community's character and environment.

Item 7.a.1

 [Report a policy violation](#)



PaulCheryl ...
Petition Starter

Media inquiries

Supporter Voices

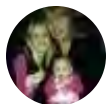
Featured Comments



Emily, Innerkip
3 weeks ago

"Concerned about pollutants in the air that negatively impact our health. It is way too close to our residences and our school."

 3 Likes  Report



Jackie, Innerkip
3 weeks ago

"We do not want the contamination in our well water and this is a money grab from the people wantina to do this. perfectlv aood service offered bv Gatewav and the one in London"

 Support now

Item 7.a.1

**John, Woodstock**

1 week ago

"Location could be considerably further from residential areas than the planned location."

0 Likes Report

[View all comments](#)

Support Change — **Become a Member Today**

Not beholden to politics or power brokers, Change.org is free for people everywhere to make change. Every day there are real victories for issues you care about, only possible because we are 100% funded by everyday people like you.

Will you stand with us to protect the power of everyday people to make a difference?

\$4

\$10

\$15

\$20

Other

Support Change.orgPay with credit card or **PayPal**

Petition updates

Support now

Name	City	State	Postal Cod	Country	Signed On
PaulCheryl Kornaker	Innerkip		N0J1M0	United States	8/28/2025
Tasha Kornaker	Innerkip		N0J1M0	Canada	8/28/2025
dave robertson	Innerkip		N0J1M0	Canada	8/28/2025
Christine Pickering	Lakeside		N0M	Canada	8/29/2025
Janis Henderson-Devries	Innerkip, ON		N0J1M0	Canada	8/29/2025
Jen Glasser	Innerkip		N0J1M0	Canada	8/29/2025
Charlene King	Innerkip		N0J1M0	Canada	8/29/2025
Pat Sokic	Innerkip		N0J 1M0	Canada	8/29/2025
Milan Sokic	Innerkip		N0J 1M0	Canada	8/29/2025
Linda Fader	Innerkip		N0J 1M0	Canada	8/29/2025
Faith Laughlin	Innerkip		N0J	Canada	8/29/2025
Nate Kornaker	Innerkip		N4S7V9	Canada	8/29/2025
Christian Mitchell	Innerkip		N0J 1M0	Canada	8/29/2025
Madeleine Dodaro	Woodstock		N4T	Canada	8/29/2025
Susan Nicholas	Woodstock		N4S	Canada	8/29/2025
Sue Varga	Innerkip		N0J 1M0	Canada	8/29/2025
Verne Kean	Innerkip		N0J1M0	Canada	8/29/2025
Asif Sultan	Brantford		N0E	Canada	8/29/2025
Russ King	Innerkip		N0J1M0	Canada	8/29/2025
Ryan Husk	Innerkip		N0J1M0	Canada	8/29/2025
Robert Shoemaker	Toronto		M4P	Canada	8/29/2025
Dan Buisman	Toronto		M5A	Canada	8/29/2025
Jason Lovie	Innerkip		N0J	Canada	8/29/2025
Paige Moesker	Toronto		M5V	Canada	8/29/2025
Doug Nicholas	Woodstock		N4S	Canada	8/29/2025
Justin Leger	Woodstock		N4S	Canada	8/29/2025
Derek White	East Zorra-Tavistock		M9A	Canada	8/29/2025
Steve Collins	Toronto		M6N	Canada	8/29/2025
Wilma Haas	Innerkip		NOJ 1MO	Canada	8/29/2025
Dawn Collins	Innerkip		N0J 1M0	Canada	8/29/2025
Divjot Singh	Innerkip		N0J1M0	Canada	8/29/2025
Ann McRuvie	Caledon		L7e 1h9	Canada	8/29/2025
STEVE RUNNING	Toronto		M5V	Canada	8/29/2025
Kyle Collins	Innerkip		N0J 1M0	Canada	8/29/2025
Kristina Zikovic	Innerkip		N0J	Canada	8/29/2025
Kevin Zikovic	Innerkip		N0J1M0	Canada	8/29/2025
Angel Hsien	Kitchener		N2G	Canada	8/29/2025
Emily Shoemaker	Innerkip		N0J	Canada	8/29/2025
Justin Peckitt	Innerkip		N0j1m0	Canada	8/29/2025
Robert Tallman	Victoria		L9T	Canada	8/29/2025
Susan Nicholas	Innerkip ON		N0J1M0	Canada	8/29/2025
Christopher Bell	Woodstock		N4S	Canada	8/29/2025
Priscilla Bell	Woodstock		N4S	Canada	8/29/2025

Megan Reinhart	Innerkip	N0J	Canada	8/29/2025
Neil Butler	Woodstock	N0j	Canada	8/29/2025
Hailey Strecker	Innerkip	N5C	Canada	8/29/2025
Peter Mucha	Innerkip	N0j1m0	Canada	8/29/2025
C Beckmann	Toronto	M5A	Canada	8/29/2025
Justin MacKay	Toronto	M9N	Canada	8/29/2025
Gilchrist Julie	Innerkip	N0J 1M0	Canada	8/29/2025
Ashley Gerencser	Innerkip	N0j1m0	Canada	8/29/2025
KULWINDER JASSAL	Woodstock	N4T	Canada	8/29/2025
Jacqui Rawlings	Woodstock	N4T	Canada	8/29/2025
Geoff Deignan	Guelph	N1G	Canada	8/29/2025
Allie Reinhart	Innerkip	N0j1m0	Canada	8/29/2025
Jayde Malek	Kitchener	L6K	Canada	8/29/2025
Rachel Pautler	Innerkip	N0J 1M0	Canada	8/29/2025
Erika Woods	Innerkip	N0J	Canada	8/29/2025
Elisabeth Cairns	Toronto	M5A	Canada	8/29/2025
Cheryl Edl	Victoria	L9T	Canada	8/30/2025
Tammy Clayton	Innerkip	N0J 1M0	Canada	8/30/2025
Felicia Moyer	Innerkip	N0J1M0	Canada	8/30/2025
David Williams	Montreal	H3S	Canada	8/30/2025
Amin Safadi	Innerkip	N0J	Canada	8/30/2025
Dan Ecuimates	Innerkip	N0j	Canada	8/30/2025
Michael Littlejohns	Victoria	L9T	Canada	8/30/2025
Michelle Black	Innerkip	N0J1M0	Canada	8/30/2025
Kendra Spiteri	Guelph	N1E	Canada	8/30/2025
Rebekah Dinney	Innerkip	N0M 1M0	Canada	8/30/2025
Tracy Bowen	Victoria	N0J1M0	Canada	8/30/2025
Brianne Bosak	Innerkip	N0J 1M0	Canada	8/30/2025
Martha Valencia	Innerkip	N0J1M0	Canada	8/30/2025
Ashley Bauman	Innerkip	ON N0J	Canada	8/30/2025
Margaret Anne Huxley	Drumbo	N0J 1G0	Canada	8/30/2025
Michelle DeMelo	Toronto	M5V	Canada	8/30/2025
Dominica Wiszniewski	Innerkip	N0J1M0	Canada	8/30/2025
Dave Fernandes	Innerkip	N0J 1M0	Canada	8/30/2025
Brandon McClay	Innerkip	N0J1M0	Canada	8/30/2025
Michele Luksic	East Zorra-Tavistock	N0J 1M0	Canada	8/30/2025
Doug Mcclay	Innerkip	Noj1m0	Canada	8/30/2025
mark matos	Innerkip	N0J	Canada	8/30/2025
April Kingsley	Innerkip	N0J1M0	Canada	8/30/2025
S E	Woodstock	N4S	Canada	8/30/2025
jim harcourt	innerkip ont	n0j1m0	Canada	8/30/2025
Daxton Wilson	Innerkip	N0J1M0	Canada	8/30/2025
Camila Taborda	Innerkip	N0J 1M0	Canada	8/30/2025
Brenda Camp	Innerkip	N0J 1M0	Canada	8/30/2025

Rob Shoemaker	Toronto	M5R	Canada	8/30/2025
Joesy Bernat	Innerkip	N0j1m0	Canada	8/30/2025
John Austin	Innerkip	N0J1M0	Canada	8/30/2025
Stephanie Austin	Toronto	M5R	Canada	8/30/2025
Peter Austin	Woodstock	N4S5L5	Canada	8/30/2025
Ralph Tamming	Innerkip	N0j 1m0	Canada	8/30/2025
Jackie Tamming	Toronto	M4L	Canada	8/30/2025
Paul Brittain	Ontario	N0J 1M0	Canada	8/30/2025
Mary-Margaret Braund	Innerkip, ON	N0J1M0	Canada	8/31/2025
Judy Bruce	Wasaga Beach	L9Z 2B1	Canada	8/31/2025
Bill Varga	Woodstock	N4S	Canada	8/31/2025
Teresa Cabral	Kitchener	N2C 1G2	Canada	8/31/2025
Emily Engel	Innerkip	N0J 1M0	Canada	8/31/2025
Mark Schadenberg	Woodstock	N4T 0E9	Canada	8/31/2025
Terry McArdle	Innerkip Ontario	N0J 1M0	Canada	8/31/2025
Daniel Clare	Victoria	L9T	Canada	9/1/2025
Robert Austin	Woodstock	N4S5K4	Canada	9/1/2025
Michael Franko	Toronto	N0J	Canada	9/1/2025
Kimberley Swanson	Innerkip	N0J 1M0	Canada	9/1/2025
Anita Lennox	Innerkip	N0J	Canada	9/1/2025
Ella McRoberts	Toronto	M5A	Canada	9/1/2025
Mike Steeves	Innerkip	N0J 1 M0	Canada	9/2/2025
Jairus and Colleen Peat	Bright	N0J 1B0	Canada	9/2/2025
Liliana Paliko	Kitchener	N2N 3L7	Canada	9/2/2025
Gail Schaefer-Krampien	Baden	N3A	Canada	9/2/2025
Joanne Christensen	Innerkip	N0J1M0	Canada	9/2/2025
Mary Steeves	Kitchener	N2E	Canada	9/2/2025
Kristy Ziegel	Innerkip	N4s	Canada	9/2/2025
ANDREW STEEVES	Waterloo	N2K	Canada	9/2/2025
Linda Geddes	Etobicoke	M9W	Canada	9/2/2025
Susan Gerber	Toronto	M5R	Canada	9/2/2025
Erika Davidson	Cambridge	N1S	Canada	9/2/2025
T Kreller	Woodstock	N4t 0c3	Canada	9/2/2025
Anita Dolan	Woodstock	N4S	Canada	9/2/2025
Sarah Davidson	Mississauga	L5M	Canada	9/2/2025
Richard Lennox	Innerkip	N0J1M0	Canada	9/2/2025
John Kreller	Ingersoll	N5C	Canada	9/2/2025
Mike Laughlin	Innerkip	N0J1M0	Canada	9/2/2025
Aaron Grant	Cambridge	N1T	Canada	9/3/2025
Valarie Mounstevan	Ingersoll	N5C	Canada	9/3/2025
Suzan Payne	Kitchener	N2H	Canada	9/3/2025
Kathrine Macginnis	To	M4R	Canada	9/3/2025
Martin Eby	st Agatha	N0B2L0	Canada	9/3/2025
Melody JOHNSON	Toronto	M6N	Canada	9/3/2025

Cheryl Dolan	Woodstock		N4S	Canada	9/4/2025
Jackie McDonald	Paris		N3L	Canada	9/4/2025
Alicia Kaufman	Woodstock		N4S	Canada	9/4/2025
Rose Lavoie	Cambridge		N1T	Canada	9/4/2025
Janet Mosher	Cambridge		N1T	Canada	9/4/2025
John Glover	Toronto		M4G	Canada	9/4/2025
Sarah Jones	Toronto		M6S	Canada	9/4/2025
Brittany Glover	Camrose		T4V	Canada	9/4/2025
Jordan Bender	Kitchener		N2R	Canada	9/4/2025
Dennis Glover	Camrose		T4V	Canada	9/4/2025
Leah Flanagan	New Hamburg		N3A	Canada	9/4/2025
Don Mosher	Cambridge		N1T	Canada	9/4/2025
Matt Eaton	London		N6A	Canada	9/4/2025
Ed Berry	Guelph		N1E	Canada	9/4/2025
Matt Horyn	Cambridge		N1T	Canada	9/4/2025
Michael Naisbitt	Brantford		N3R	Canada	9/4/2025
Rick Harwood	Innerkip		N0J1M0	Canada	9/5/2025
Samantha MacPherson	Woodstock	ON	N4S	Canada	9/5/2025
Jim Glasser	Baden		N3A	Canada	9/5/2025
Debra Rowland	Burlington		L7R	Canada	9/5/2025
Erin Schreurs	Innerkip		N0j1m0	Canada	9/5/2025
Sara McCreery	Innerkip		N0J 1M0	Canada	9/5/2025
Sorin Badea	Kitchener		N2m1a1	Canada	9/5/2025
Joe Mckinnon	Woodstock ont	ON	N2J4G8	Canada	9/5/2025
Navneet Kaur Singh	Toronto		M4P	Canada	9/6/2025
Sandeep Dhillon	Innerkip		N0J1M0	Canada	9/6/2025
Graham Moore	Kitchener		N2H	Canada	9/7/2025
Kelly Chris	Tillsonburg		N4G	Canada	9/8/2025
Lori Lacey	Brantford		N3T	Canada	9/8/2025
Kaylee Lacey	Brantford		N3R 1R4	Canada	9/8/2025
Patti & Brad Lichty	Innerkip		Noj1m0	Canada	9/8/2025
Michael Lichty	innerkip		N0J1M0	Canada	9/8/2025
Tina Condon	Cambridge		N1T	Canada	9/8/2025
Sarah Lacey	Mississauga		L5N	Canada	9/8/2025
Kerry Bun	Guelph		N1G	Canada	9/8/2025
Dayna Mastro	Cambridge		N3C1T9	Canada	9/8/2025
Marianne Kaulbach	Victoria		L9T	Canada	9/8/2025
Lynda Eby	Toronto		M5M	Canada	9/9/2025
Jeff Lichty	innerkip		N0J1m0	Canada	9/9/2025
Todd Lichty	innerkip		N0J1M0	Canada	9/9/2025
darleen mitchell	Toronto		M4N	Canada	9/10/2025
Deb McKay	Woodstock		N4S	Canada	9/10/2025
Neil Parry	Brantford		N3T	Canada	9/10/2025
Jennifer Kaye	Toronto		M5A	Canada	9/11/2025

Debbie Yeoman	Owen Sound		N4K5N7	Canada	9/12/2025
Patrick Barnard	Woodstock		N4S	Canada	9/12/2025
Steph B	Toronto		M3C	Canada	9/12/2025
Ryan Miller	Woodstock		N4S	Canada	9/12/2025
JESSICA ROWE	Woodstock	ON	N4S	Canada	9/12/2025
Liam Irwin	Woodstock		N4T	Canada	9/12/2025
Scott McGinnis	East Zorra-Tavistock		n4s	Canada	9/12/2025
Jonathan Hann	Woodstock		N4T	Canada	9/12/2025
Tibor Schmid	Woodstock		N4S	Canada	9/13/2025
Jenna Witmer	Richmond Hill		L4S	Canada	9/13/2025
Mary Burke	Woodstock		N4S 7V3	Canada	9/13/2025
John Ukos	Woodstock		N4T	Canada	9/13/2025
Jenny Kondrashikhin	Woodstock		N4S	Canada	9/13/2025
steve deeks	Ingersoll		n2c1j9	Canada	9/14/2025
Debbie Morgan	Toronto		M9N	Canada	9/18/2025
Tori Morgan	Innerkip		N0J1M0	Canada	9/18/2025

Name	City	State	Postal Code	Country	Commented Date	Comment
Jackie Radley	Innerkip		N0J 1M0	Canada	8/30/2025	"We do not want the contamination in our well water and this is a money grab from the people wanting to do this, perfectly good service offered by Gateway and the one in London"
Emily Engel	Innerkip		N0J 1M0	Canada	8/31/2025	"Concerned about pollutants in the air that negatively impact our health. It is way too close to our residences and our school."
Debbie Mitchell	Innerkip		N0j1m0	Canada	9/10/2025	"Air quality, farm land lost, pollution. To streams, traffic problems"
John Ukos	Woodstock		N4T 1S7	Canada	9/13/2025	"Location could be considerably further from residential areas than the planned location."
steve deeks	Ingersoll		n2c1j9	Canada	9/14/2025	"This isn't healthy and bad for the environment"



Oxford County Growth Analysis and Land Needs Assessment

Township of Blandford-Blenheim Council Meeting

October 1, 2025



Introduction

Overview



- Watson in partnership with Dillon Consulting Ltd. have been retained by Oxford County to carry out an updated Growth Analysis and Land Needs Assessment for the County. Key components include:
 - Growth forecast and allocations by Area Municipality;
 - Intensification analysis to identify short-term opportunities to accommodate intensification;
 - Land Needs analysis for Community Area (residential, commercial and institutional uses) and Employment Areas (industrial-type uses) in 20-, 25- and 30-year periods; and
 - Strategic growth management directions to inform the County's Official Plan Review.

Provincial Planning Context

Overview

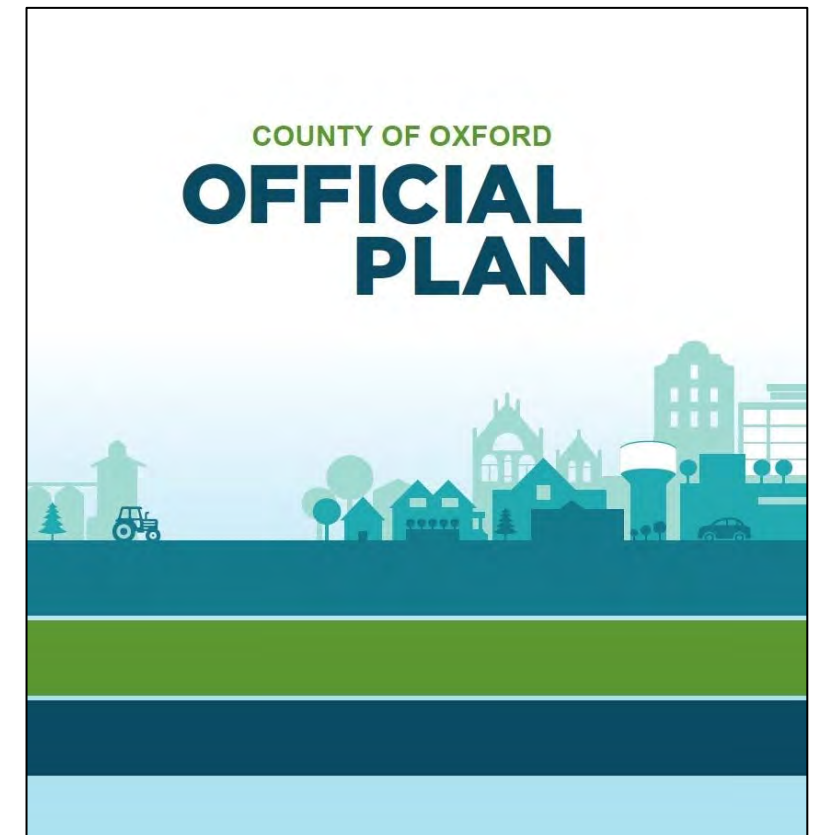
Item 8.a



Integrated Provincial Policy Document – Provincial Planning Statement 2024



County of Oxford Official Plan



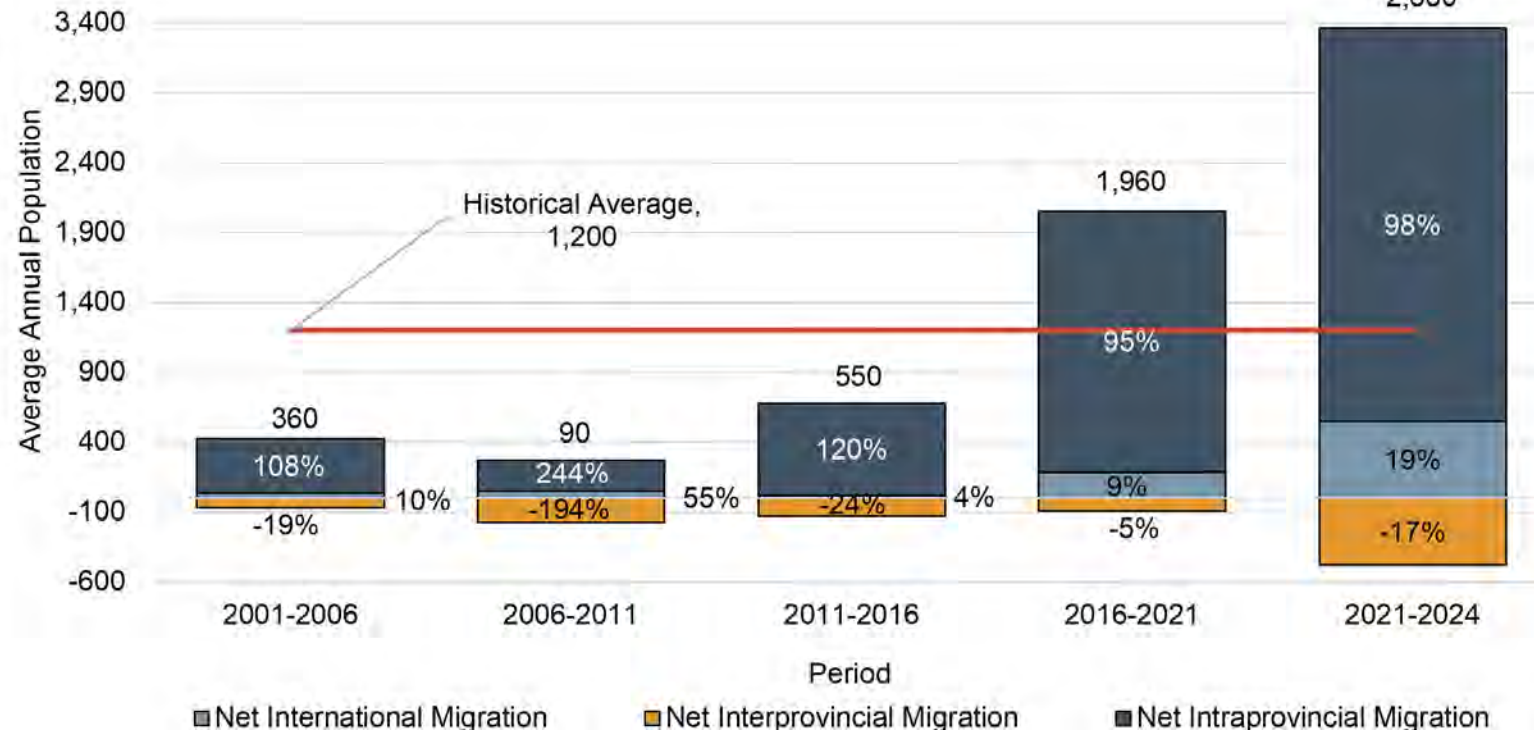
Oxford County Growth Forecast

Summary

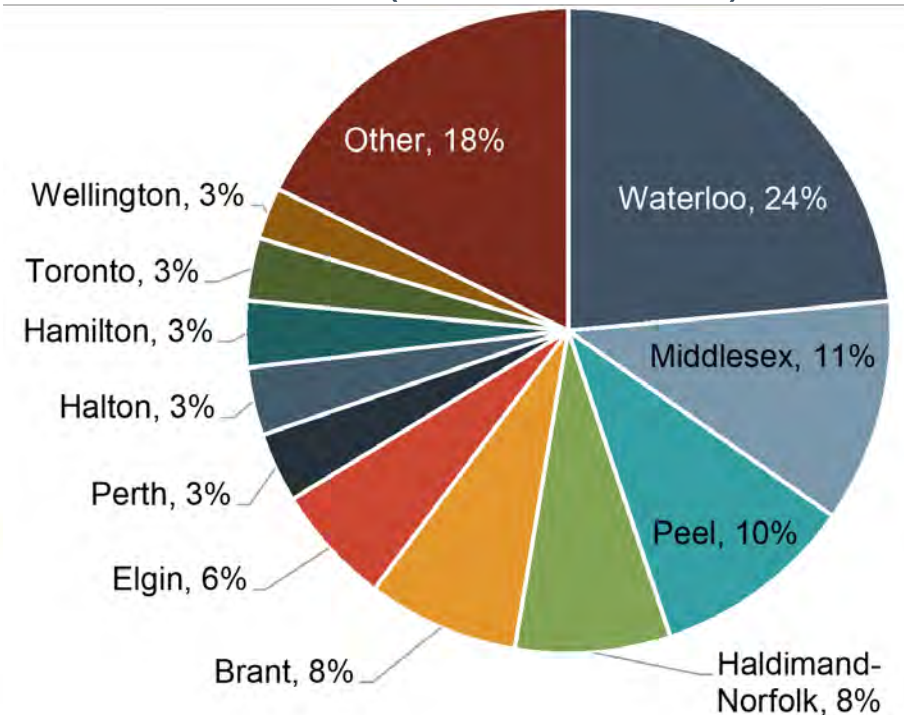
Components of Population Growth – Migration

Oxford Census Division Net-Migration by Type, 2001 to 2024

Migration by Type



Intraprovincial Migration by Census Division (2015 to 2021)



Source: Custom order Statistics Canada Intraprovincial Trends by CD data, derived by Watson & Associates Economists Ltd.

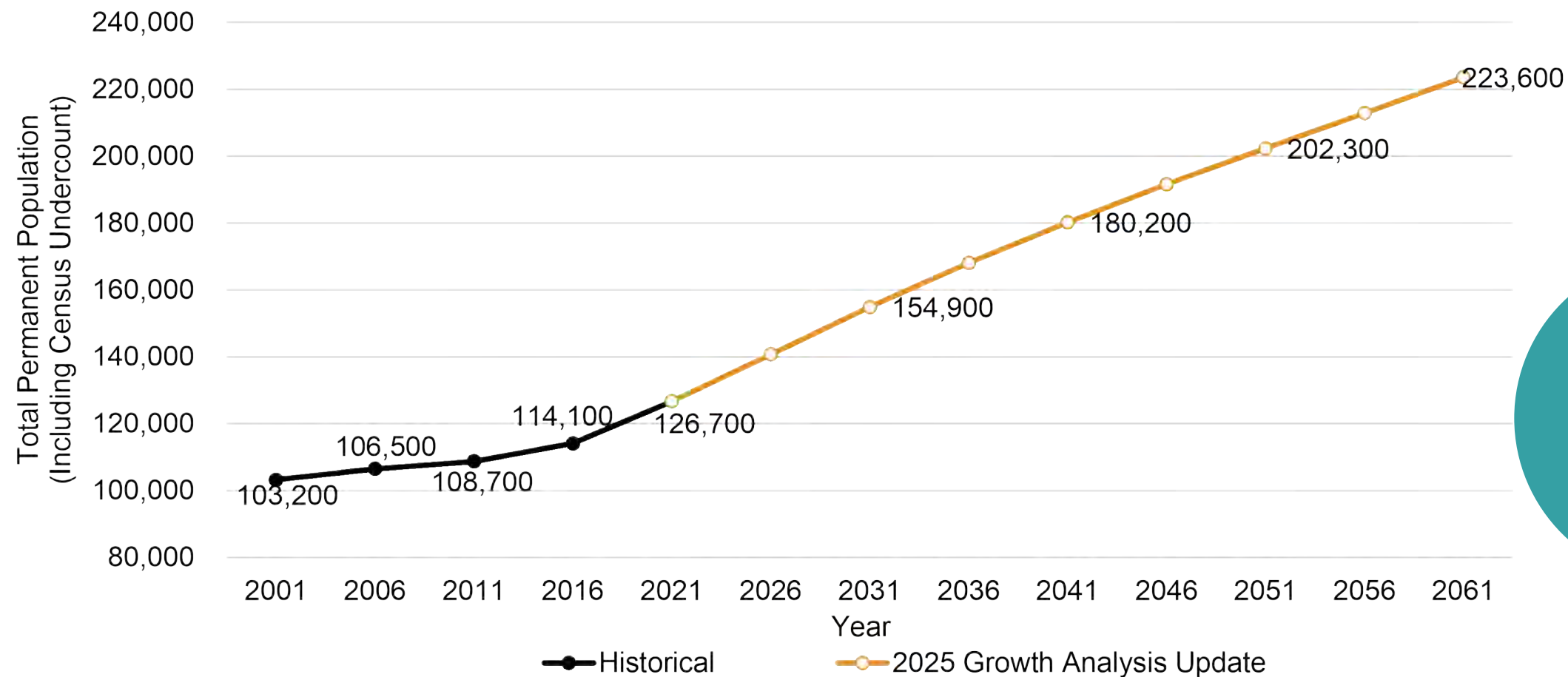
Oxford County

Key Population and Employment Growth Drivers



Oxford County Growth Forecast

County Population Growth Forecast Update

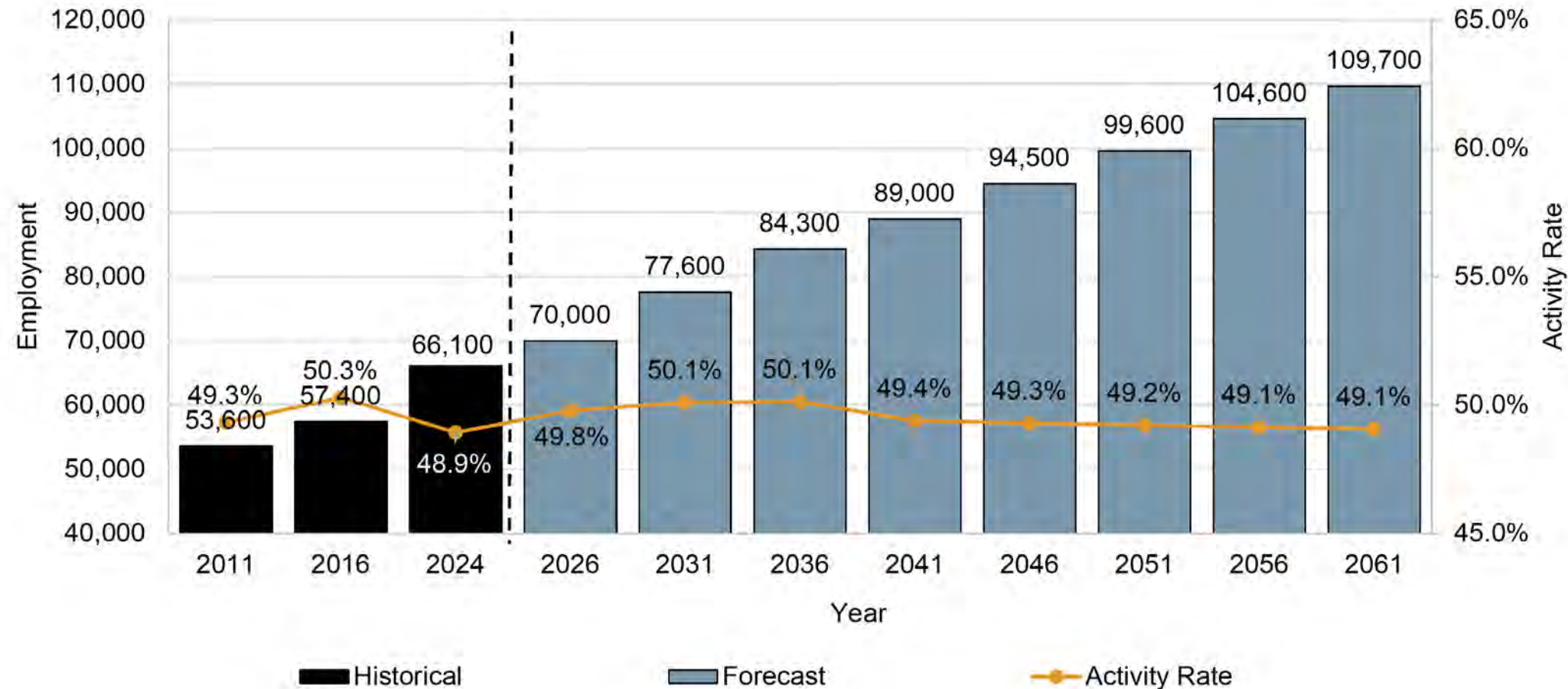


**2021 to
2061
Annual
Growth
Rate: 1.4%**

Note: Population includes net Census undercount estimated at 4.1% and figures have been rounded.
Source: Historical 2001 to 2021 data derived from Statistics Canada Table 17-10-0152-01; forecast prepared by Watson & Associates Economists Ltd.

Oxford County Growth Forecast

County Employment Growth Forecast Update

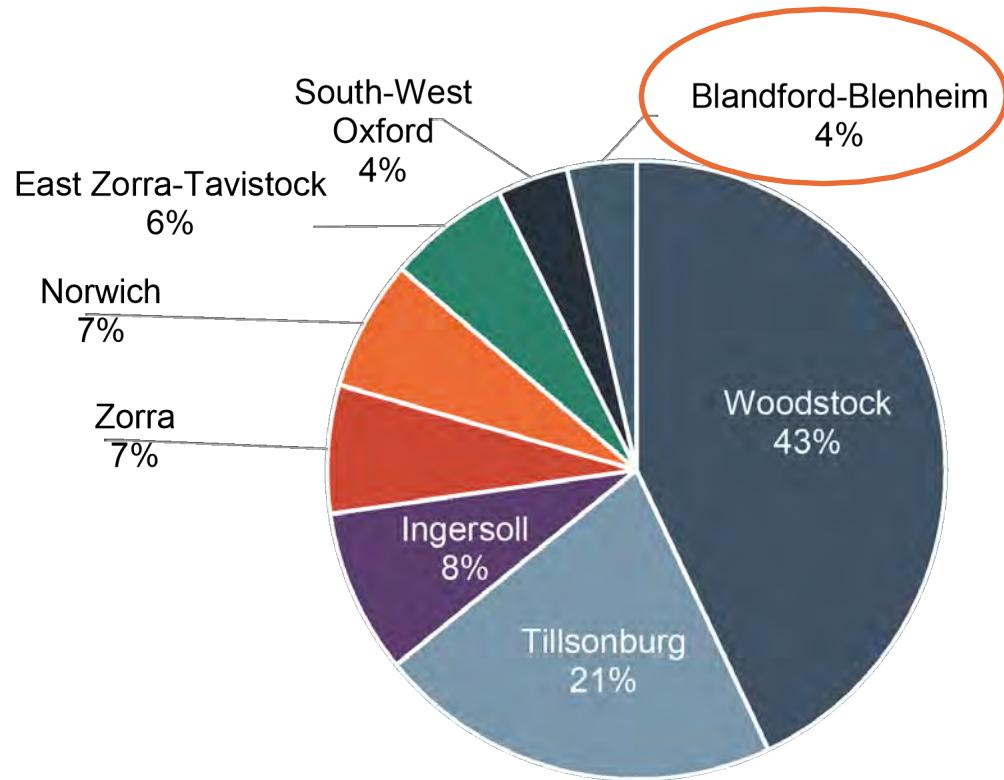


**2024 to
2061
Annual
Growth
Rate: 1.4%**

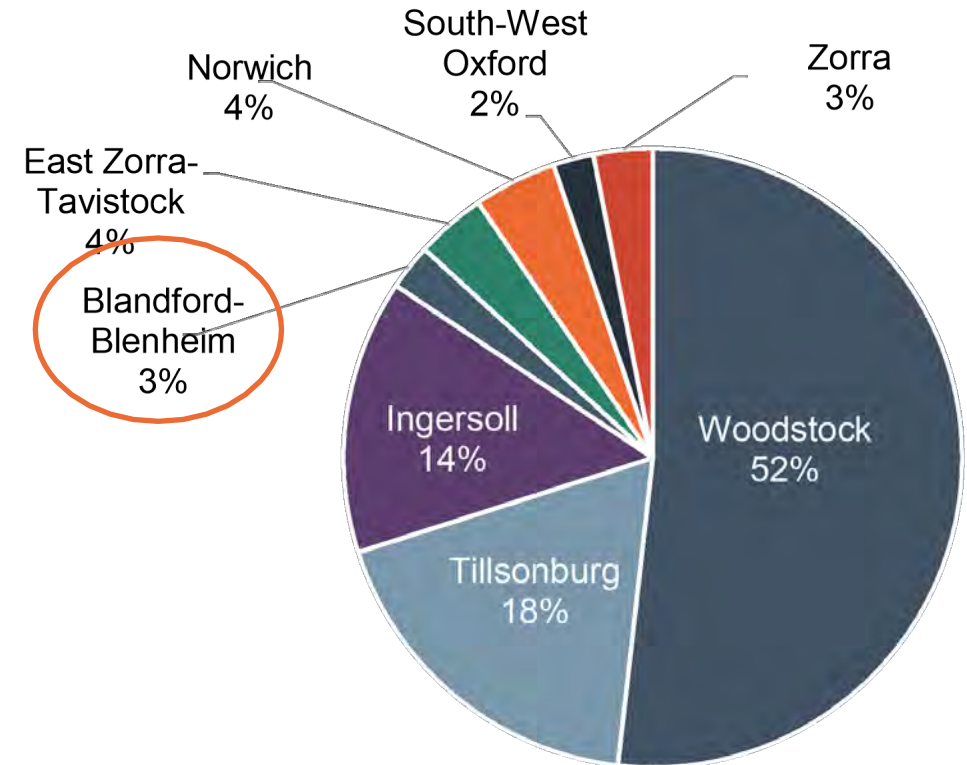
Oxford County Growth Forecast

2021 to 2061 Growth Shares by Area Municipality

Population



Employment



Note: Figures may not add precisely due to rounding.

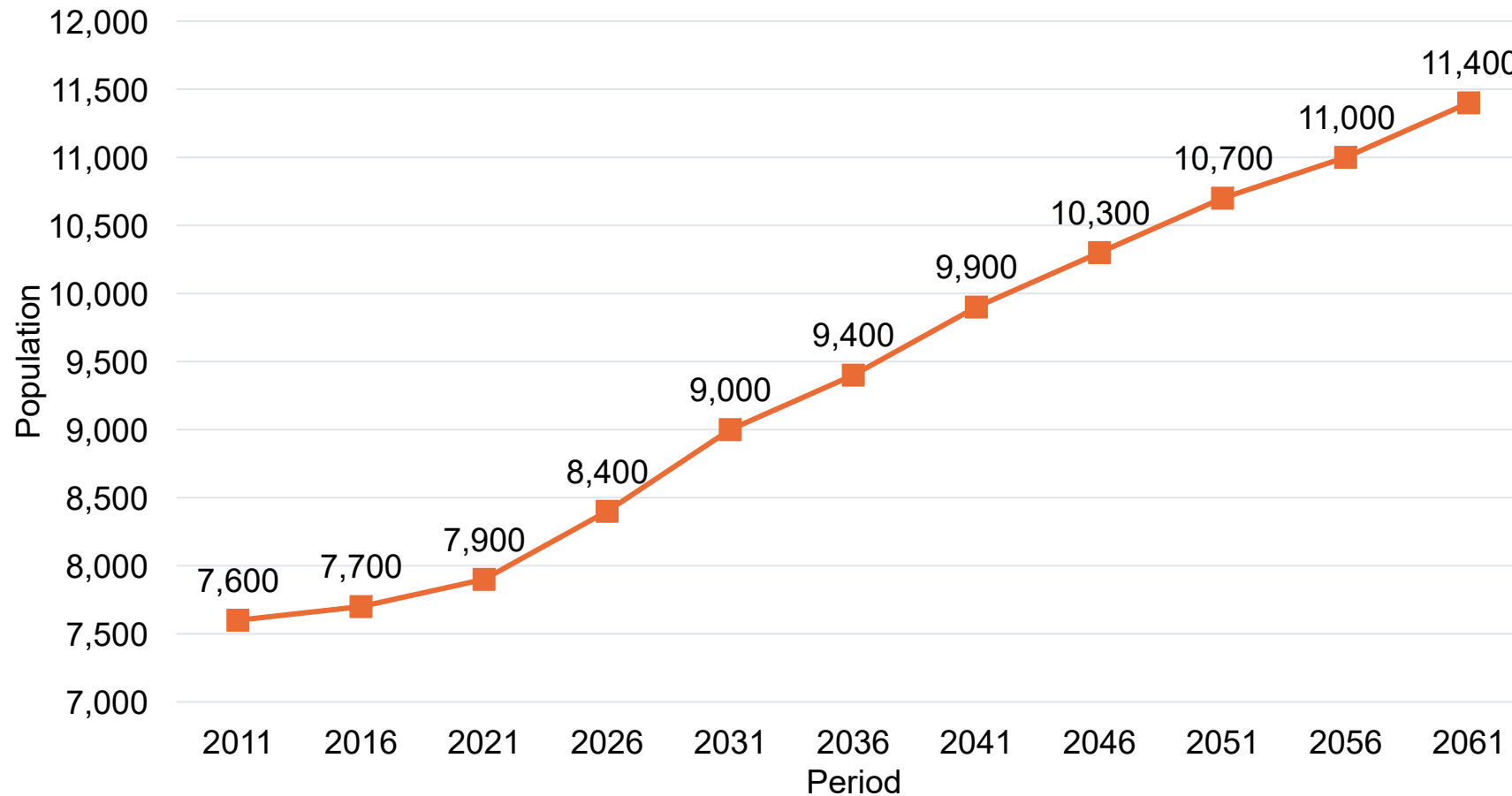
Source: Watson & Associates Economists Ltd.

Township of Blandford-Blenheim Growth Allocations

Overview

Township of Blandford-Blenheim Growth Forecast

2021 to 2061 Population Growth Forecast



**2021 to
2061
Annual
Growth
Rate: 0.9%**

**Total
Growth:
3,500
persons**

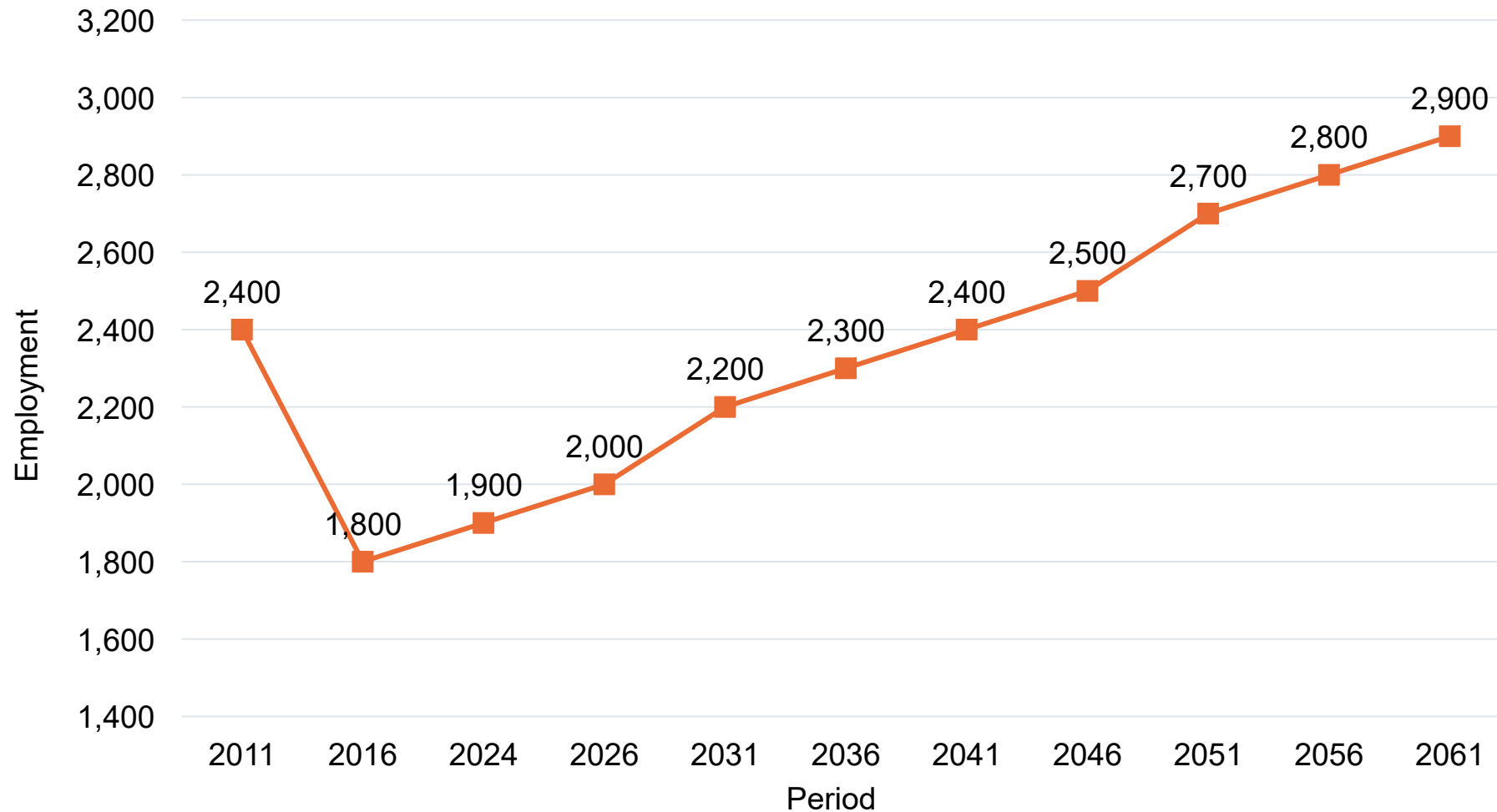
Note: Include population undercount.

Source: Watson & Associates Economists Ltd.

[Township of Blandford-Blenheim Website](#)

Township of Blandford-Blenheim Growth Forecast

2024 to 2061 Employment Growth Forecast



**2024 to
2061
Annual
Growth
Rate: 1.2%**

**Total
Growth:
1,000 jobs**

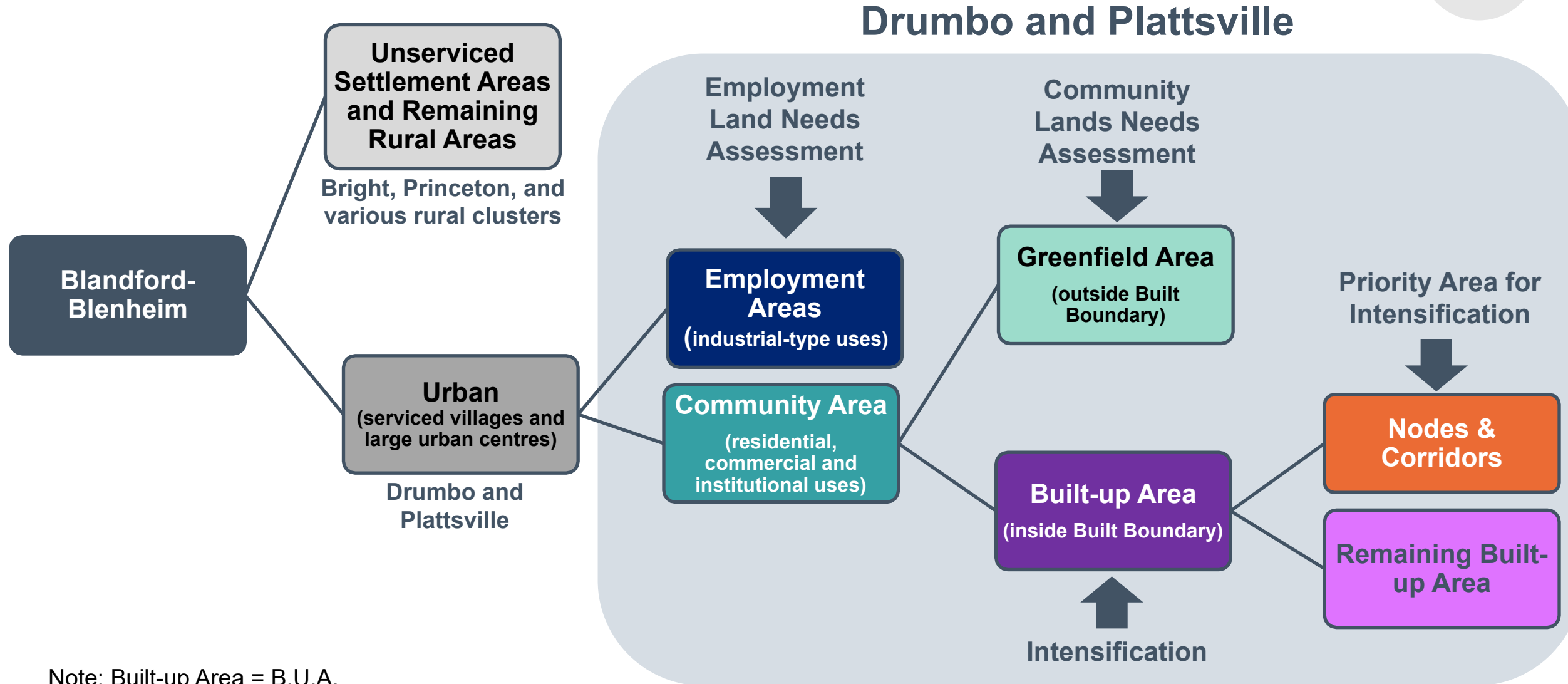
Note: 2021 is not included due to COVID lockdown.

Source: Watson & Associates Economists Ltd.

[Township of Blandford-Blenheim Website](#)

Land Needs Approach and Community Structure

Item 8.a



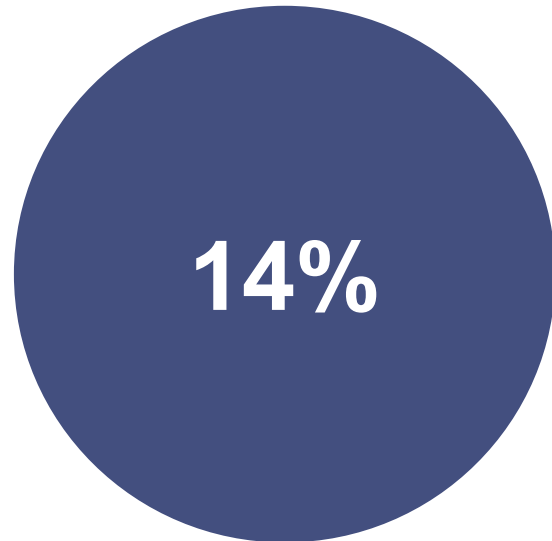
Note: Built-up Area = B.U.A.

Source: Watson & Associates Economists Ltd.
[Township of Blandford-Blenheim Website](#)

Blandford-Blenheim Housing Growth Allocations, 30-Year

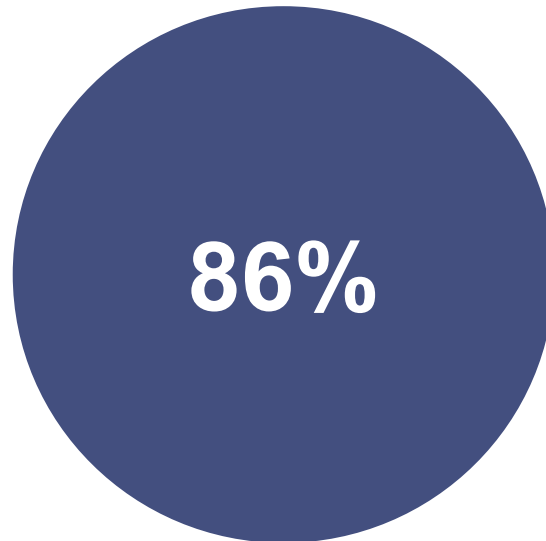


**Unserviced Settlement
Areas and Remaining
Rural Areas**



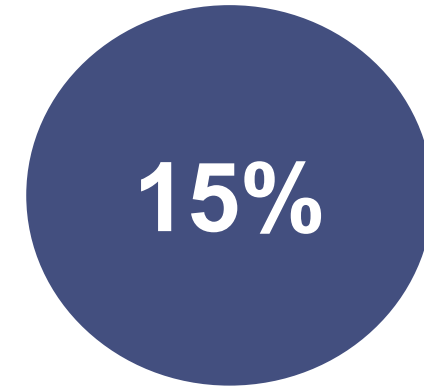
5 units
annually

Drumbo and Plattsville



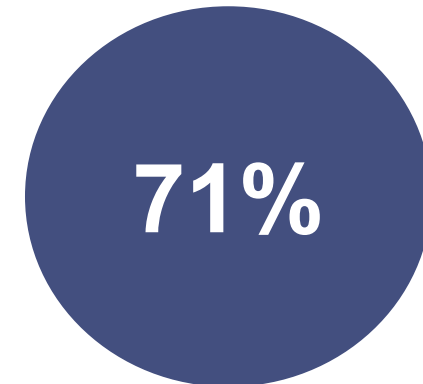
33 units
annually

Intensification



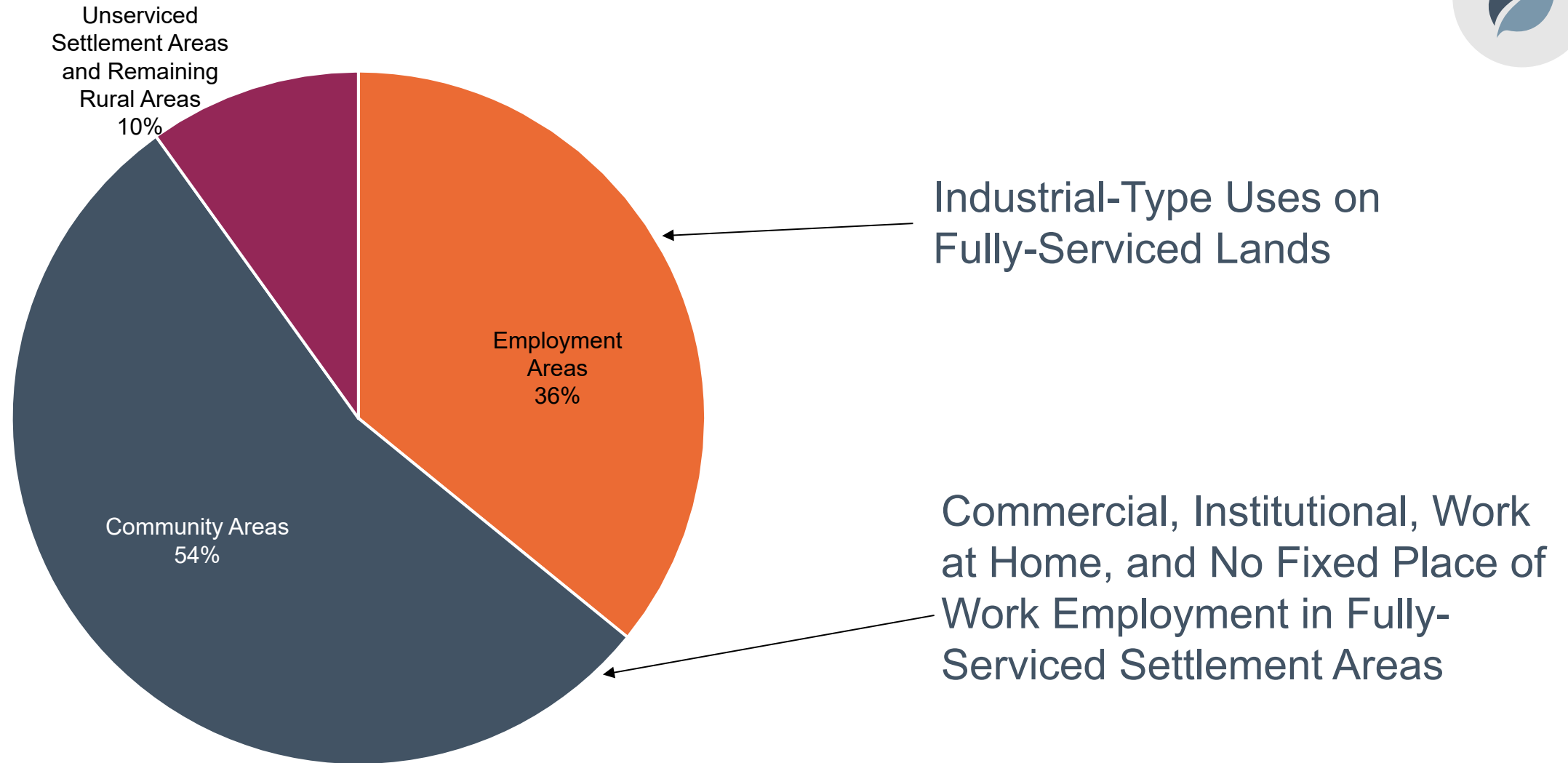
6 units
annually

Greenfield Areas



27 units
annually

Blandford-Blenheim Employment Growth by Area to 2054



Source: Watson & Associates Economists Ltd.

Rural Employment

- High-level demand assessment for rural industrial-type employment uses across the County.
- This analysis identifies opportunities for "dry" industrial uses in the county's unserviced or partially serviced rural areas. A portion of this demand will also be accommodated in the Township's Serviced Villages.
- Key Considerations:
 - Economic Impact: Integrating rural industrial lands will diversify and strengthen local economy.
 - Strategic Planning: The analysis identifies suitable sectors and locations for sustainable, well-planned development.
 - Policy Support: Findings are guided by provincial and county policies and best practices.

Land Needs

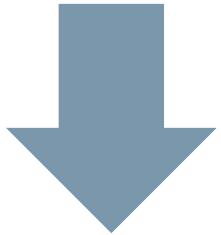
Overview

Community Area Land Needs – Surplus

Item 8.a

**Total Housing
Unit Supply:
780 Units**

*excludes
Secondary Plan
in Drumbo
(11 hectares).



**30-Year
Shortfall:
0 Units**

**Additional Community Area
Gross Developable - Surplus**

**20
Year:
+24 ha**

**25
Year:
+14 ha**

**30
Year:
+5 ha**

Community Area includes residential, commercial, institutional, parks and open space uses to support growth in Drumbo and Plattsville.

Employment Area Land Needs

Item 8.a



Note: Although forecasted employment growth is primarily intended to be accommodated in the County's fully serviced settlement areas, this project will also be assessing the need to identify some limited areas in partially serviced or unserviced settlement areas to accommodate a portion of the forecasted employment growth as 'dry' employment uses that may be more appropriate to locate on lands with private/partial servicing.

Source: Watson & Associates Economists Ltd.

Total Settlement Expansion Land Requirements



Additional Land Required
Gross Developable



Next Steps

Overview

Next Steps



- Consultation with interested parties – August/September 2025
- Consultation with Area Municipal Councils – September/October 2025
- Final Draft Report – September 2025
- County Council Meeting – October/November 2025



Growth Analysis and Land Needs Assessment

Oxford County

Updated Housing and Employment Growth
Allocations by Area Municipality and Settlement
Area and Community Area Land Needs

September 9, 2025

[Township of Blandford-Blenheim Website](#)

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

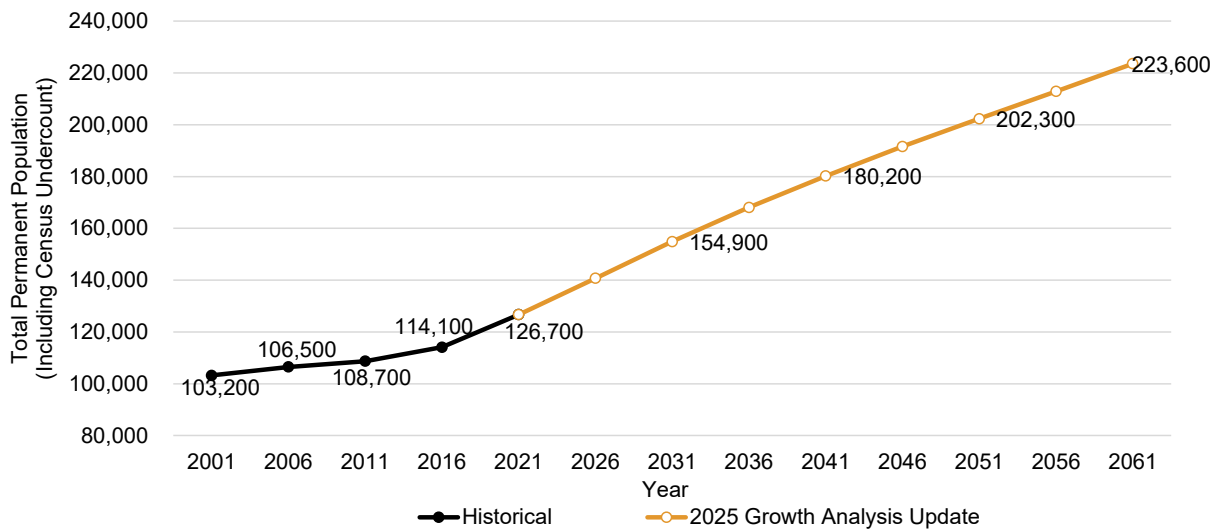
Page 103 of 245

1. County of Oxford Growth Forecast

1.1 County-Wide Residential and Non-Residential Growth Forecast

- The County of Oxford population is projected to reach 223,600 by 2061, achieving an average annual growth rate of 1.6% over the next four decades. This is consistent with the Fall 2024 M.O.F. projections for the County of Oxford to 2051.
- This forecast represents an ambitious, yet plausible rate of future population growth relative to historical trends, considering recent and forecast immigration levels expected for Canada and Ontario over the next several years and longer-term population growth forecasts for the Province.
- Continued outward growth pressure from the G.G.H. will continue to represent the largest driver of population growth for the County of Oxford.

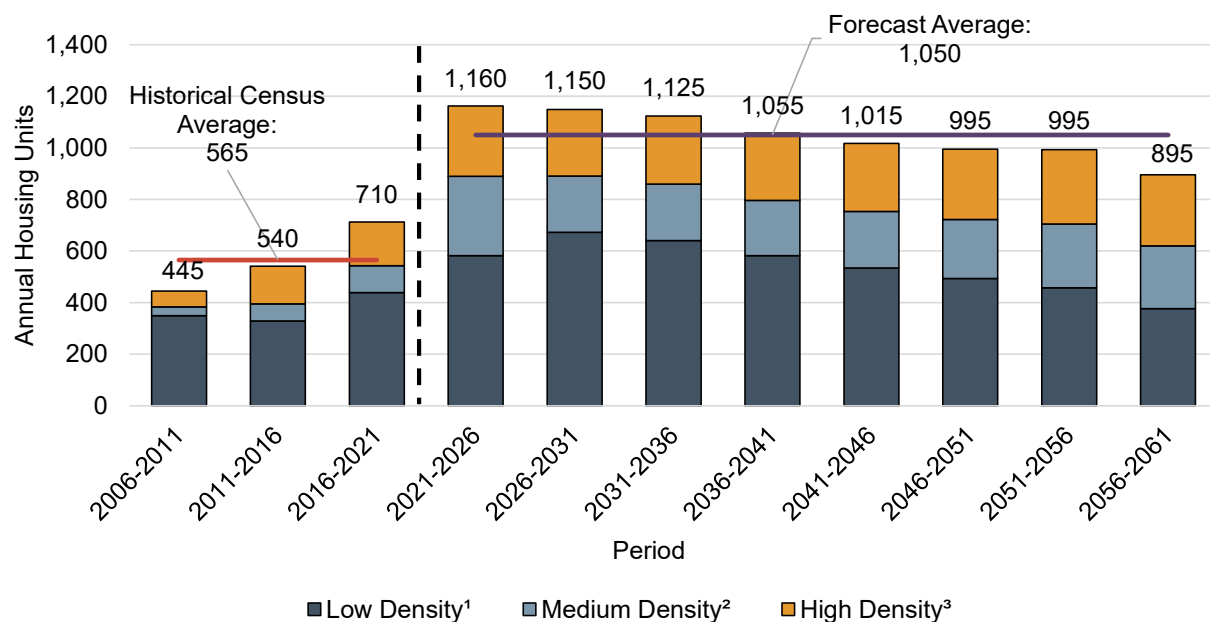
Figure 1
County of Oxford
Total Population, 2001 to 2061



Note: Population includes net Census undercount estimated at 4.1% and figures have been rounded.
Source: Historical 2001 to 2021 data derived from Statistics Canada Table 17-10-0152-01; forecast prepared by Watson & Associates Economists Ltd.

- The population forecast results in an average increase of approximately 1,050 housing units per year from 2021 to 2061. This is almost two times the historical average of 565 units per year achieved from 2006 to 2021.
- Considering recent building trends and active residential development applications, new residential development in the County of Oxford is anticipated to shift towards medium- and high-density housing forms. This shift in dwelling type preferences is expected to be driven largely by demographics (i.e., aging of the population), housing affordability, and increasing demand for rental housing when compared to the previous two decades.
- Over the 2021 to 2061 forecast period, new housing is expected to comprise 52% low-density units, 22% medium-density units, and 26% high-density units.

Figure 2
County of Oxford
Housing Forecast by Structure Type, 2006 to 2061



[1] Low Density includes singles and semi-detached houses.

[2] Medium Density includes townhouses and apartments in duplexes.

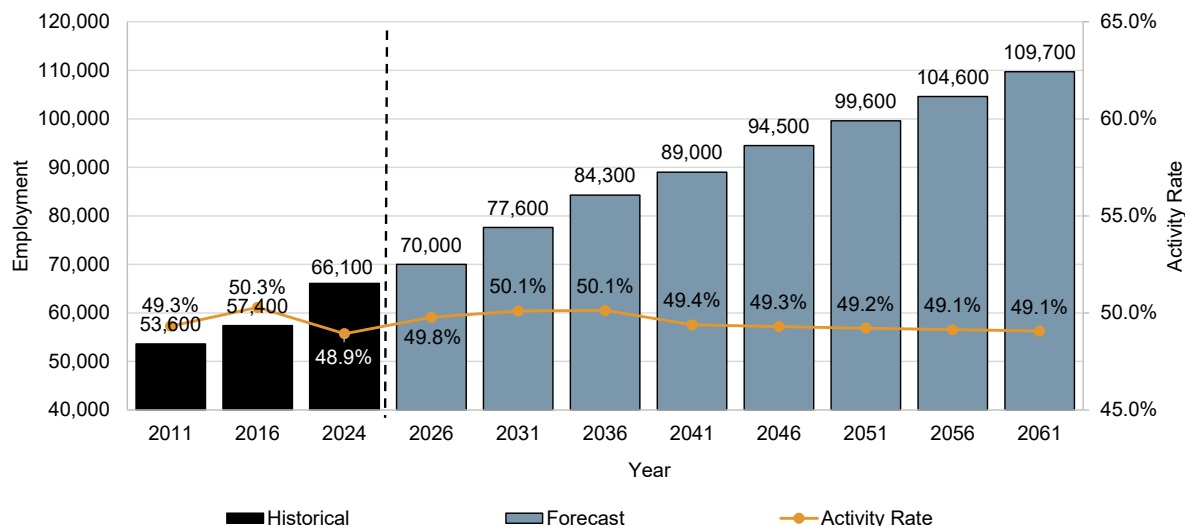
[3] High Density includes bachelor, 1-bedroom, and 2-bedroom+ apartment units, and additional residential units.

Note: Figures have been rounded and may not add up precisely.

Source: Historical data derived from Statistics Canada Census profiles; forecast prepared by Watson & Associates Economists Ltd.

- In consideration of macro-economic, regional, and local economic trends as well as the County's long-term population growth forecast, the employment base for the County is forecast to increase by 43,600 employees from 2024 to 2061, reaching 109,700 total jobs by 2061.
- Of the total additional jobs identified for the County of Oxford over the long term to 2061, approximately 78% of jobs are anticipated to have a usual place of work, while the remaining 22% of new jobs are associated with work at home employment or off-site employees.
- With respect to employment by major sector, approximately 61% of job growth for the County is associated with services-producing sectors, while 39% of jobs are associated with goods-producing sectors (i.e., industrial and primary employment sectors).

Figure 3
County of Oxford
Recommended Long-Term Employment Forecast, 2024 to 2061



Notes:

- Figures have been rounded.
- Activity rate uses population, adjusted to account for net Census undercount.
- Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.

Source: 2011 to 2016 derived from Statistics Canada Census data; forecast prepared by Watson & Associates Economists Ltd.

1.2 County of Oxford Growth Forecast Area Municipal and Settlement Area Allocations

Building on the County-wide forecasts provided in Section 1.1, population, housing, and employment allocations by Area Municipality were developed. These allocations have been based on a detailed review of the following local supply and demand factors:

Local Supply Factors

- Supply of potential future housing stock in the development approvals process by housing structure type, approval status, and location;
- Current inventory of net vacant designated “greenfield” lands not currently in the development approvals process;
- Residential intensification opportunities;
- Supply of designated vacant Employment Area lands by Area Municipality;
- Consideration of water and wastewater servicing capacity; and
- Provincial, County, and Area Municipal policy direction regarding forecast residential growth by Settlement Area and Rural Area.

Demand Factors

- Historical population, housing, and employment trends based on Statistics Canada (Census) data by Area Municipality;
- A review of recent residential and non-residential building permit data by housing structure type and employment sector by Area Municipality;
- Historical commuting trends and anticipated employment growth opportunities within the surrounding market area;
- A review of local employment opportunities by sector and Area Municipality.
- Forecast population trends by major age group and associated household formation trends by age of household maintainer;
- Consideration of long-term housing needs by housing tenure (i.e. ownership vs. rental housing) and influence on housing demand by structure type; and
- Housing market demand by Area Municipality across all major demographic groups, including young adults, new families, move-up buyers, and empty nesters/seniors.

While population and employment growth rates vary significantly by geographic area, each of the Area Municipalities within the County share several common attributes with respect to near- and longer-term population growth and development trends. These include the following:

- All Area Municipalities are forecast to experience higher total annual population housing and employment growth relative to historical trends experienced between 2011 and 2021.
- Continued regional employment opportunities, particularly those related to manufacturing; goods movement; agricultural; as well other service-producing and knowledge-based sectors, represent a key driver of future employment growth within the County and its Area Municipalities.
- Declining housing affordability, combined with a range of broader economic headwinds, including persistently high inflation rates, rising household debt, U.S. protectionist policy, and a slower short-term economic outlook at the national, provincial and regional level are anticipated to dampen housing demand in the near term (i.e., next 12 to 24 months), relative to recent historical highs experienced during the past five years.
- Over the longer term (i.e., 10+ years), the average rate of annual housing development is anticipated to gradually slow (relative the medium-term forecast period i.e. next decade) across all Area Municipalities within the County, driven by modestly slower regional and provincial economic growth associated with an aging population and regional labour force.
- Low-density housing forms are forecast comprise a notable share of future housing growth; however, increasing market demand will exist for medium- and high-density housing types across all Area Municipalities.

Figure 4
Oxford County
Population Forecast by Area Municipality, 2021 to 2061

Year	City of Woodstock	Town of Tillsonburg	Town of Ingersoll	Township of Blandford Blenheim	Township of East Zorra-Tavistock	Township of Norwich	Township of South-West Oxford	Township of Zorra	Oxford County
2011	38,800	15,700	12,500	7,600	7,000	11,000	7,800	8,300	110,900
2016	42,600	16,500	13,300	7,700	7,400	11,500	8,000	8,500	115,300
2021	48,700	18,800	14,300	7,900	8,200	11,900	8,000	9,000	126,700
2031	60,000	24,300	16,700	9,000	10,200	14,200	9,300	11,300	154,900
2041	71,100	30,100	19,100	9,900	10,800	15,400	9,900	13,000	180,200
2051	80,800	34,900	20,900	10,700	13,000	17,000	10,800	14,300	202,300
2061	90,300	39,300	22,600	11,400	14,400	18,500	11,600	15,500	223,600
Total Population Growth									
2011 to 2021	9,900	3,100	1,800	300	1,200	900	200	700	11,400
2021 to 2031	11,300	5,500	2,400	1,100	2,000	2,300	1,300	2,300	28,200
2021 to 2041	22,400	11,300	4,800	2,000	3,400	3,500	1,900	4,000	53,500
2021 to 2051	32,100	16,100	6,600	2,800	4,800	5,100	2,800	5,300	75,600
2021 to 2061	41,600	20,500	8,300	3,500	6,200	6,600	3,600	6,500	96,900
Annual Population Growth Rate									
2011 to 2021	2.3%	1.8%	1.4%	0.4%	1.6%	0.8%	0.3%	0.8%	1.6%
2021 to 2031	2.1%	2.6%	1.6%	1.3%	2.2%	1.8%	1.5%	2.3%	2.0%
2021 to 2041	1.9%	2.4%	1.5%	1.1%	1.7%	1.3%	1.1%	1.9%	1.8%
2021 to 2051	1.7%	2.1%	1.3%	1.0%	1.5%	1.2%	1.0%	1.6%	1.6%
2021 to 2061	1.6%	1.9%	1.2%	0.9%	1.4%	1.1%	0.9%	1.4%	1.4%

Note: Population includes net Census undercount estimated at approximately 4.1%. Figures may not add precisely due to rounding.

Source: 2011 to 2021 derived from Statistics Canada Census data; 2021 to 2061 forecast by Watson & Associates Economists Ltd.

Figure 4
County of Oxford
Household Forecast by Area Municipality and Settlement Area, 2021 to 2061

Area	Housing Units Forecast (2021 to 2061)			
	Low Density	Medium Density ^[1]	High Density ^[2]	Total
Woodstock	7,825	4,325	6,200	18,345
Ingersoll	2,015	630	955	3,605
Tillsonburg	4,920	2,440	1,945	9,305
Blandford-Blenheim	1,055	255	180	1,490
Serviced Villages	840	255	180	1,275
Unserviced Settlement Area and Remaining Rural Areas	220	0	0	220
Norwich	1,750	325	565	2,640
Serviced Village	1,350	325	565	2,240
Unserviced Settlement Area and Remaining Rural Areas	400	0	0	400
East Zorra-Tavistock	1,820	475	260	2,555
Serviced Villages	1,620	475	260	2,355
Unserviced Settlement Area and Remaining Rural Areas	200	0	0	200
South-West Oxford	995	210	85	1,290
Serviced Village	780	210	85	1,075
Unserviced Settlement Area and Remaining Rural Areas	215	0	0	215
Zorra	1,300	840	595	2,735
Serviced Villages	1,020	840	595	2,455
Unserviced Settlement Area and Remaining Rural Areas	280	0	0	280
Oxford County	21,680	9,500	10,785	41,965

Notes:

^[1] Includes townhouses and apartments in duplexes.

^[2] Includes bachelor, 1-bedroom, 2-bedroom+ apartment units and secondary suites.

Figure may not sum precisely due to rounding.

Source: 2021 to 2061 forecast by Watson & Associates Economists Ltd.

Figure 5
County of Oxford
Built-Up Area Housing Forecast, 2024 to 2054

Area	Built-Up Area Housing Units Forecast (2024 to 2054)				Area Total Housing Units	Intensification Rate (2024 to 2054)	Built-Up Boundary Supply Potential
	Low Density	Medium Density ^[1]	High Density ^[2]	Total Units			
Woodstock	605	680	2,220	3,505	14,015	25%	2,940
Ingersoll	415	200	105	720	2,885	25%	1,455
Tillsonburg	380	400	1,015	1,790	7,160	25%	1,395
Blandford-Blenheim	50	65	55	175	1,160	15%	120
<i>Serviced Villages</i>	50	65	55	175	995		120
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	0	0	0	0	160		0
Norwich	145	45	100	290	1,920	15%	265
<i>Serviced Village</i>	145	45	100	290	1,680		265
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	0	0	0	0	245		0
East Zorra-Tavistock	65	115	100	280	1,925	15%	175
<i>Serviced Villages</i>	65	115	100	280	1,775		175
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	0	0	0	0	150		0
South-West Oxford	0	35	55	90	955	9%	35
<i>Serviced Village</i>	0	35	55	90	815		35
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	0	0	0	0	140		0
Zorra	40	300	155	495	1,990	25%	1,195
<i>Serviced Villages</i>	40	300	155	495	1,755		1,195
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	0	0	0	0	235		0
Oxford County	1,700	1,845	3,805	7,345	32,010	23%	7,580

Notes:

^[1] Includes townhouses and apartments in duplexes.

^[2] Includes bachelor, 1-bedroom, 2-bedroom+ apartment units and secondary suites.

Figure may not sum precisely due to rounding.

Source: 2021 to 2061 forecast by Watson & Associates Economists Ltd.

Figure 6
County of Oxford
Unserviced Settlement Area and Remaining Rural Area Housing Forecast, 2021 to
2061

Township	Historical Annual Housing Units (2013 to 2022)	Growth Analysis - Update (2021 to 2061)
Blandford-Blenheim	6	6
Norwich	19	10
East Zorra-Tavistock	5	5
South-West Oxford	8	5
Zorra	8	7
Township Total Unserviced Settlement Area and Remaining Rural Area Units	46	33
Share of Township Total Housing	12%	12%

Notes:

Source: Historical annual housing units derived from County of Oxford building permits data.
Growth Analysis forecast by Watson & Associates Economists Ltd.

Figure 7
County of Oxford
Employment Forecast by Area Municipality and Settlement Area, 2024 to 2061

Area	Employment Forecast (2024 to 2061)						
	Industrial	Commercial	Institutional	Primary	Work at Home	No Fixed Place of Work ^[1]	Total
Woodstock	9,660	5,920	3,360	0	1,210	2,450	22,590
Ingersoll	3,540	1,340	540	0	310	520	6,250
Tillsonburg	2,110	2,840	1,370	0	590	1,070	7,980
Blandford-Blenheim	420	150	60	0	280	120	1,040
<i>Serviced Villages</i>	370	110	50	0	280	120	930
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	50	40	10	0	0	0	100
Norwich	340	500	120	0	520	410	1,890
<i>Serviced Village</i>	300	450	110	0	470	370	1,700
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	40	50	10	0	50	40	190
East Zorra-Tavistock	310	330	190	0	470	280	1,590
<i>Serviced Villages</i>	280	300	180	0	450	280	1,490
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	30	30	10	0	20	10	100
South-West Oxford	220	120	50	0	330	200	910
<i>Serviced Village</i>	200	90	50	0	320	190	850
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	20	30	0	0	10	10	70
Zorra	210	270	70	0	570	230	1,350
<i>Serviced Villages</i>	190	240	70	0	520	210	1,230
<i>Unserviced Settlement Area and Remaining Rural Areas</i>	20	30	0	0	50	20	120
Oxford County	16,810	11,470	5,760	0	4,280	5,280	43,600

^[1] Statistics Canada defines no fixed place of work (N.F.P.O.W.) employees as “persons who do not go from home to the same work place location at the beginning of each shift.” Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.

Note:

- Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.
- Figure may not sum precisely due to rounding.

Source: 2024 to 2061 forecast by Watson & Associates Economists Ltd.

2. County of Oxford Land Needs

2.1 Residential Land Supply

2.1.1 Approach

Working with County of Oxford planning staff and Dillon Consulting Ltd. (Dillon), Watson & Associates Economists Ltd. (Watson) has summarized the residential housing supply potential within the Serviced Settlement Areas in accordance with two major policy areas: Built-up Area (B.U.A.) and Greenfield Area. Within the B.U.A., there are two sub-areas: Nodes and Corridors and Remaining B.U.A. The Nodes and Corridors review within the B.U.A. was carried out by Dillon with input from County staff and staff from local municipalities. This analysis identifies vacant lands, infill sites and near-term redevelopment opportunities within key intensification areas of the County's Serviced Settlement Areas. Land supply that falls within the B.U.A. is considered intensification potential, while land supply that falls within the greenfield areas is directly utilized in the land needs assessment. It is important to note that Watson has taken an intensification first approach in addressing the County's long-term land needs.

Under this approach, all at-grade housing unit supply (i.e., low and medium density housing) in the B.U.A. have been utilized over the planning horizon before assessing land needs, however, not all near-term and longer-term high-density housing supply opportunities within the County are expected to be developed over the long-term. Provided below are components of the housing supply potential in the County for serviced settlement areas.

Active Applications

- County planning staff have inventoried all active applications in the Serviced Settlement Areas. No changes have been made by Watson. Active applications are organized according to whether they are in the B.U.A. or within greenfield areas.

Vacant Lands with no Applications

- County planning staff have inventoried the vacant land of sites in the Serviced Settlement Areas with no active applications. These lands are inventoried based on land area and the County has made assumptions based on Secondary Plans,

land use designations and/or zoning on the type of housing to be accommodated on the vacant land (i.e., low density, medium density and high density housing)

- As previously discussed in the land supply section, to convert the lands to housing potential, Watson has applied an average gross-to-net factor recognizing sites may require internal infrastructure upon subdivision of land. The gross-to-net factor is a downward adjustment and is applied differently to the Townships versus the larger municipalities (City of Woodstock, Town of Ingersoll and City of Tillsonburg) and include the following:
 - Woodstock, Ingersoll and Tillsonburg: 55%
 - Townships: 60%
- Average density assumptions (i.e. units per hectare) have been based on trends observed within the County, as well as assumptions generated in land needs assessments for comparable municipalities across Ontario, including the Municipality of Chatham-Kent, City of Stratford and County of Middlesex. Density assumptions are considered an average, recognizing that there may be variation by development. The County's larger urban centres – Woodstock, Ingersoll and Tillsonburg have a higher units per hectare assumption than the County's serviced settlement areas in the Townships. Provided below are the average density assumptions:
 - Woodstock, Ingersoll and Tillsonburg
 - Low Density (single-detached/semi-detached): 23 units per hectare
 - Medium Density (townhouses): 42 units per hectare
 - High Density (apartments): 80 units per hectare
 - Serviced settlement areas in Townships:
 - Low Density (single-detached/semi-detached): 19 units per hectare
 - Medium Density (townhouses): 35 units per hectare
 - High Density (apartments): 50 units per hectare

Intensification Opportunities within Nodes and Corridors

- As previously discussed, the Nodes and Corridors review identifies vacant and redevelopment opportunities within key intensification areas of the County's Serviced Settlement Areas. The results of this analysis carried out by Dillon assisted in informing Watson's intensification analysis.

Future Urban Growth Lands/Secondary Plan Areas (Not Designated Yet)

In addition to the above housing supply potential, the County has Future Urban Growth (F.U.G.) and Secondary Plan Areas within designated settlement boundaries that have been identified for residential uses but the lands have not been designated for specific residential uses/densities. The gross developable area of these lands has been used to reduce the land need where applicable.

2.1.2 Residential Housing Unit Potential Supply

Figure 8 provides a summary of the housing unit potential supply in the County's greenfield area (outside of the B.U.A., but within the serviced settlement areas). This includes supply in active applications, as well as remaining vacant sites. In total it is estimated that the Greenfield Area can accommodate approximately 10,500 housing units. The supply in the Greenfield Areas represents 58% of the total supply identified in the County (the total land supply is approximately 18,090 housing units, as a result, $10,500 / 18,090 = 58\%$).

Figure 8
County of Oxford
Total Housing Unit Supply Potential in Greenfield Area
(Approvals and Remaining Vacant)

Municipality	Low Density	Medium Density	High Density	Total
Woodstock	1,336	724	714	2,774
Tillsonburg	1,359	1,020	1,385	3,764
Ingersoll	588	775	-	1,363
Zorra	464	327	-	791
Embro	70	-	-	70
Thamesford	394	327	-	721
Norwich	222	12	138	372
East Zorra-Tavistock	259	45	-	304
Innerkip	58	-	-	58
Tavistock	201	45	-	246
Blandford-Blenheim	509	275	-	784
Drumbo	315	263	-	578
Plattsville	194	12	-	206
South-West Oxford	285	69	-	354
Total County	5,022	3,247	2,237	10,506

Source: Derived from Oxford County land supply data by Watson & Associates Economists Ltd.

Figure 9 provides a summary of the housing unit potential supply in the County's Greenfield Area (outside of the B.U.A., but within the serviced settlement areas) based

on approval status, while Figure 10 provides a summary of the remaining vacant greenfield lands. As summarized in Figure 9, approximately 7,770 housing units are potentially available in the Greenfield Area in active applications – this represents approximately 74% of the total Greenfield Area unit potential ($7,774 / 10,506 = 74\%$). As such, the majority of the housing unit potential in the County's Greenfield Area is largely in active applications. The remaining 26% of the housing unit potential in the County's Greenfield Area is summarized in Figure 10 which represents approximately 2,730 housing units.

Figure 9
County of Oxford
Housing Unit Supply Potential in Greenfield Area – Active Applications Only

Municipality	Low Density	Medium Density	High Density	Total
Woodstock	1,250	724	714	2,688
Tillsonburg	1,036	1,020	960	3,016
Ingersoll	109	-	-	109
Zorra	454	243	-	697
Embryo	70	-	-	70
Thamesford	384	243	-	627
Norwich	86	12	138	236
East Zorra-Tavistock	142	45	-	187
Innerkip	4	-	-	4
Tavistock	138	45	-	183
Blandford-Blenheim	362	224	-	586
Drumbo	169	212	-	381
Plattsville	193	12	-	205
South-West Oxford	186	69	-	255
Total County	3,625	2,337	1,812	7,774

Source: Derived from Oxford County land supply data by Watson & Associates Economists Ltd.

Figure 10
County of Oxford
Housing Unit Supply Potential in Greenfield Area –
Remaining Vacant (No Active Applications)

Municipality	Low Density	Medium Density	High Density	Total
Woodstock	86	-	-	86
Tillsonburg	323	-	425	748
Ingersoll	479	775	-	1,254
Zorra	10	84	-	94
Embryo	-	-	-	-
Thamesford	10	84	-	94
Norwich	136	-	-	136
East Zorra-Tavistock	117	-	-	117
Innerkip	54	-	-	54
Tavistock	63	-	-	63
Blandford-Blenheim	147	51	-	198
Drumbo	146	51	-	197
Plattsville	1	-	-	1
South-West Oxford	99	-	-	99
Total County	1,397	910	425	2,732

Source: Derived from Oxford County land supply data by Watson & Associates Economists Ltd.

Figure 11 provides a summary of the housing unit potential supply within the B.U.A. in the County's serviced settlement areas. This includes all potential regardless of application status (approvals, nodes and corridors and remaining vacant sites). As previously discussed, any growth in the B.U.A., regardless of housing type counts as intensification. As summarized in Figure 11, the B.U.A. has the potential to accommodate approximately 7,580 housing units. The housing unit supply potential in the B.U.A. includes a range of housing types, approximately 23% of the supply is in low-density housing, while 34% is in medium-density housing and 43% is in high-density. The supply of low density housing, primarily represents potential in active applications.

Figure 11
County of Oxford
Housing Unit Supply Potential in B.U.A.
Active Applications, Nodes and Corridors and Remaining Vacant Lands

Municipality	Total B.U.A.			
	Low Density	Medium Density	High Density	Total
Woodstock	605	681	1,653	2,940
Tillsonburg	378	399	620	1,396
Ingersoll	465	458	530	1,453
Zorra (Thamesford/Embro)	42	764	388	1,194
Embro	10	42	-	52
Thamesford	32	721	388	1,141
Norwich (Norwich)	144	45	76	265
East Zorra-Tavistock (Innerkip/Tavistock)	63	114	-	177
Innerkip	22	18	-	40
Tavistock	41	96	-	137
Blandford Blenheim (Drumbo/Plattsville)	54	68	-	122
Drumbo	36	24	-	60
Plattsville	16	43	-	59
South West Oxford (Mount Elgin)	-	37	-	37
County	1,750	2,566	3,267	7,584

Source: Derived from Oxford County land supply data by Watson & Associates Economists Ltd. and Dillon Consulting Ltd.

2.2 Residential Land Needs by Serviced Settlement Area

Provided in the following section is the summary of the residential lands by each serviced settlement area in the County. Provided below is a summary of the components of the land needs figures.

- The forecast for housing growth over the 20-, 25- and 30-year periods to be accommodated in the greenfield areas (lands in the serviced settlement area outside the B.U.A.), as identified in Lines A, B and C.
- The identified greenfield housing supply potential provides a summary of the potential for housing within the greenfield area and includes housing units from active applications, as well as potential on vacant lands with no applications. The total housing supply potential in the greenfield areas is identified in Line D.
- Excess approved housing supply not fully utilized in the B.U.A. growth allocation has been carried forward in the land needs assessment for Ingersoll and Thamesford.
- The gross developable land area of Future Growth Areas (F.U.G.) and new Secondary Plans area Areas are included in the designated land supply, identified in line O.

- The designated greenfield housing demand is compared with the greenfield housing supply in order to determine whether there is a shortfall or surplus of greenfield housing supply, as identified in Lines E, F and G.
- The shortfall of housing units is then converted to net land area by applying an average units per hectare assumption by housing type. The housing units per hectare assumption is provided in Line H. The average density assumption is based on trends observed within the County, as well as assumptions generated in land needs assessments for comparable municipalities across Ontario, including the Municipality of Chatham-Kent, City of Stratford and County of Middlesex. The residential density assumption is considered an average, recognizing that there may be variation by development. The County's larger urban centres – Woodstock, Ingersoll and Tillsonburg have a higher density assumption than the County's serviced settlement areas in the Townships. Provided below are the units per hectare assumptions:
 - Woodstock, Ingersoll and Tillsonburg
 - Low Density (single-detached/semi-detached): 23 units per hectare
 - Medium Density (townhouses): 42 units per hectare
 - High Density (apartments): 80 units per hectare
 - Serviced settlement areas in Townships:
 - Low Density (single-detached/semi-detached): 19 units per hectare
 - Medium Density (townhouses): 35 units per hectare
 - High Density (apartments): 50 units per hectare
- The net land area needs is provided in Lines I, J and K which is calculated by dividing the shortfall of housing units by the average density assumptions. This represents the additional land area needed to accommodate housing development; however, this land area excludes roads, stormwater ponds, parks/trails, and non-residential uses such as schools, community centres, and commercial uses. When planning for an outward expansion of the settlement boundary, it is important to factor in the additional uses required to support housing growth and the development of complete communities.
- Recognizing that planning for residential uses includes the need for infrastructure such as local roads, stormwater ponds, parks, trails, and select non-residential uses (e.g., schools, and commercial and institutional uses), Watson has upwardly adjusted the land area shortfall to account for additional lands to accommodate these uses, as identified in Lines L, M and N. Additional land is provided to account for other Community Area uses required to support the function of residential uses. This upward adjustment is referred to as a “net to

gross ratio factor.” Watson utilized two sets of “net to gross” assumptions based on the following:

- Woodstock, Ingersoll and Tillsonburg
 - An additional 45% of the land area is required for commercial and institutional uses, parks, roads and internal infrastructure. As a result, the residential lots would represent 55% of the land needs.
- Serviced Settlement Areas in Townships
 - An additional 40% of the land area is required for commercial and institutional uses, parks, roads and internal infrastructure. As a result, the residential lots would represent 60% of the land needs.
- As a result, Woodstock, Ingersoll and Tillsonburg have a higher upward adjustment to account for other uses to support the residential area which typically require more land for parkland, commercial and institutional uses.
- It is important to ensure that while housing development lots are getting smaller on average, the County accommodates an adequate amount of parkland and non-residential lands to support the development of complete communities.

Figure 12
City of Woodstock
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	3,735	1,453	2,013	7,201
2024-2049	B	4,690	1,959	2,209	8,858
2024-2054	C	5,598	2,496	2,418	10,512
Designated Greenfield Supply (Units)					
Vacant Supply	D	1,336	724	714	2,774
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D – A	-2,399	-729	-1,299	-4,427
2024-2049	F = D – B	-3,354	-1,235	-1,495	-6,084
2024-2054	G = D – C	-4,262	-1,772	-1,704	-7,738
Greenfield Housing Unit Per Ha Assumptions					
Units Per Ha (Net)	H	23	42	80	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	-104	-17	-16	-138
2024-2049	J = F / H	-146	-29	-19	-194
2024-2054	K = G / H	-185	-42	-21	-249
Greenfield Land Needs, Gross-to-Net (55% Residential / 45% Other)					
2024-2044	L = I / 55%	-190	-32	-30	-251
2024-2049	M = J / 55%	-265	-53	-34	-353
2024-2054	N = K / 55%	-337	-77	-39	-452
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				0
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				-251
2024-2049	Q = M + O				-353
2024-2054	R = N + O				-452

Notes: Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 13
Town of Ingersoll
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	933	207	394	1,534
2024-2049	B	1,099	250	503	1,853
2024-2054	C	1,242	297	625	2,164
Designated Greenfield Supply (Units)					
Vacant Supply		588	775	0	1,363
B.U.A. Approved Supply (Excess)		0	0	423	423
Total Adjusted Vacant Supply	D	588	775	423	1,786
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D - A	-345	568	29	252
2024-2049	F = D - B	-511	525	-80	-67
2024-2054	G = D - C	-654	478	-202	-378
Greenfield Housing Unit Per Hectare Assumptions					
Units Per Ha (Net)	H	23	42	80	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	-15	14	0	-1
2024-2049	J = F / H	-22	12	-1	-11
2024-2054	K = G / H	-28	11	-3	-20
Greenfield Land Needs, Gross-to-Net (55% Residential / 45% Other)					
2024-2044	L = I / 55%	-27	25	1	-2
2024-2049	M = J / 55%	-40	23	-2	-20
2024-2054	N = K / 55%	-52	21	-5	-36
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				0
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				-2
2024-2049	Q = M + O				-20
2024-2054	R = N + O				-36

Notes:

^[1] B.U.A. Approved Supply (Excess) refers to the additional housing units that have been approved, beyond the forecast amount for intensification.

Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 14
Town of Tillsonburg
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	2,602	784	341	3,727
2024-2049	B	3,141	1,029	384	4,554
2024-2054	C	3,638	1,288	442	5,368
Designated Greenfield Supply (Units)					
Vacant Supply	D	1,359	1,020	1,385	3,764
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D - A	-1,243	236	1,044	37
2024-2049	F = D - B	-1,782	-9	1,001	-790
2024-2054	G = D - C	-2,279	-268	943	-1,604
Greenfield Housing Unit Per Ha Assumptions					
Units Per Ha (Net)	H	23	42	80	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	-54	6	13	-35
2024-2049	J = F / H	-77	0	13	-65
2024-2054	K = G / H	-99	-6	12	-94
Greenfield Land Needs, Gross-to-Net (55% Residential / 45% Other)					
2024-2044	L = I / 55%	-98	10	24	-64
2024-2049	M = J / 55%	-141	-0.4	23	-119
2024-2054	N = K / 55%	-180	-12	21	-170
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				0
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				-64
2024-2049	Q = M + O				-119
2024-2054	R = N + O				-170

Notes: Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 15
Township of Zorra
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	630	102	105	837
2024-2049	B	717	159	170	1,046
2024-2054	C	774	230	254	1,258
Designated Greenfield Supply (Units)					
Vacant Supply		464	327	0	791
B.U.A. Approved Supply (Excess) ^[1]		0	394	234	628
Total Adjusted Vacant Supply	D	464	721	234	1,419
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D - A	-166	619	129	582
2024-2049	F = D - B	-253	562	64	373
2024-2054	G = D - C	-310	491	-20	161
Greenfield Housing Unit Per Ha Assumptions					
Units Per Ha (Net)	H	19	35	50	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	-9	18	3	12
2024-2049	J = F / H	-13	16	1	4
2024-2054	K = G / H	-16	14	0	-3
Greenfield Land Needs, Gross-to-Net (60% Residential / 40% Other)					
2024-2044	L = I / 60%	-15	29	4	19
2024-2049	M = J / 60%	-22	27	2	7
2024-2054	N = K / 60%	-27	23	-1	-4
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				20
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				39
2024-2049	Q = M + O				27
2024-2054	R = N + O				16

Notes:

^[1] B.U.A. Approved Supply (Excess) refers to the additional housing units that have been approved, beyond the forecast amount for intensification.

Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 16
Township of Norwich
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	549	105	280	934
2024-2049	B	713	145	303	1,161
2024-2054	C	868	189	333	1,390
Designated Greenfield Supply (Units)					
Vacant Supply	D	222	12	138	372
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D - A	-327	-93	-142	-562
2024-2049	F = D - B	-491	-133	-165	-789
2024-2054	G = D - C	-646	-177	-195	-1,018
Greenfield Housing Unit Per Ha Assumptions					
Units Per Ha (Net)	H	19	35	50	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	-17	-3	-3	-23
2024-2049	J = F / H	-26	-4	-3	-33
2024-2054	K = G / H	-34	-5	-4	-43
Greenfield Land Needs, Gross-to-Net (60% Residential / 40% Other)					
2024-2044	L = I / 60%	-29	-4	-5	-38
2024-2049	M = J / 60%	-43	-6	-6	-55
2024-2054	N = K / 60%	-57	-8	-7	-72
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				29
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				-9
2024-2049	Q = M + O				-26
2024-2054	R = N + O				-43

Notes: Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 17
Township of East Zorra-Tavistock
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	779	141	90	1,010
2024-2049	B	974	169	106	1,249
2024-2054	C	1,157	226	111	1,494
Designated Greenfield Supply (Units)					
Vacant Supply	D	259	45	0	304
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D - A	-520	-96	-90	-706
2024-2049	F = D - B	-715	-124	-106	-945
2024-2054	G = D - C	-898	-181	-111	-1,190
Greenfield Housing Unit Per Ha Assumptions					
Units Per Ha (Net)	H	19	35	50	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	-27	-3	-2	-32
2024-2049	J = F / H	-38	-4	-2	-43
2024-2054	K = G / H	-47	-5	-2	-55
Greenfield Land Needs, Gross-to-Net (60% Residential / 40% Other)					
2024-2044	L = I / 60%	-46	-5	-3	-53
2024-2049	M = J / 60%	-63	-6	-4	-72
2024-2054	N = K / 60%	-79	-9	-4	-91
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				0
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				-53
2024-2049	Q = M + O				-72
2024-2054	R = N + O				-91

Notes: Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 18
Township of Blandford-Blenheim
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	441	71	60	572
2024-2049	B	541	93	64	698
2024-2054	C	634	117	71	822
Designated Greenfield Supply (Units)					
Vacant Supply	D	509	275	0	784
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D - A	68	204	-60	212
2024-2049	F = D - B	-32	182	-64	86
2024-2054	G = D - C	-125	158	-71	-38
Greenfield Housing Unit Per Ha Assumptions					
Units Per Ha (Net)	H	19	35	50	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	4	6	-1	8
2024-2049	J = F / H	-2	5	-1	2
2024-2054	K = G / H	-7	5	-1	-3
Greenfield Land Needs, Gross-to-Net (60% Residential / 40% Other)					
2024-2044	L = I / 60%	6	10	-2	14
2024-2049	M = J / 60%	-3	9	-2	4
2024-2054	N = K / 60%	-11	8	-2	-6
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				11
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				24
2024-2049	Q = M + O				14
2024-2054	R = N + O				5

Notes: Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 19
Township of South-West Oxford
Residential Land Needs
(Gross Developable Hectares)

Period	Calculation	Low Density	Medium Density	High Density	Total
Greenfield Growth (Units)					
2024-2044	A	408	75	0	483
2024-2049	B	503	101	0	604
2024-2054	C	593	130	0	723
Designated Greenfield Supply (Units)					
Vacant Supply	D	285	69	0	354
Designated Greenfield Unit Shortfall (Units)					
2024-2044	E = D - A	-123	-6	0	-129
2024-2049	F = D - B	-218	-32	0	-250
2024-2054	G = D - C	-308	-61	0	-369
Greenfield Housing Unit Per Ha Assumptions					
Units Per Ha (Net)	H	19	35	50	n/a
Designated Greenfield Land Needs, Net Land Area					
2024-2044	I = E / H	-6	0	0	-7
2024-2049	J = F / H	-11	-1	0	-12
2024-2054	K = G / H	-16	-2	0	-18
Greenfield Land Needs, Gross-to-Net (60% Residential / 40% Other)					
2024-2044	L = I / 60%	-11	0	0	-11
2024-2049	M = J / 60%	-19	-2	0	-21
2024-2054	N = K / 60%	-27	-3	0	-30
Future Urban Growth Area/Secondary Plan, Gross Developable, Hectares					
Vacant Supply, ha	O				0
Final Greenfield Area Land Needs, Gross Developable, Hectares					
2024-2044	P = L + O				-11
2024-2049	Q = M + O				-21
2024-2054	R = N + O				-30

Notes: Gross developable land area is based on the land required to accommodate residential development, as well as lands to support the residential uses, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Source: Watson & Associates Economists Ltd.

Figure 20 provides a summary of the Community Area land needs by Area Municipality. Figures that include negative values indicate a shortfall of land and require additional Community Area, while positive values indicate a surplus of Community Area land and do not require an expansion. As summarized in Figure 20, approximately 390 gross developable hectares of Community Area would be required in the County over the 20-year horizon to support residential development and supporting uses (commercial, institutional and local and civic infrastructure). With the exception of the Township of Blandford-Blenheim and the Township of Zorra, all other municipalities would require

additional Community Area land over the 20-year horizon. The Township of Blandford-Blenheim and the Township of Zorra have a surplus of Community Area lands.

Figure 20
County of Oxford
Summary of Residential Land Needs (Gross Developable Hectares)

Municipality	20-Year Land Needs	25-Year Land Needs	30-Year Land Needs
City of Woodstock	-251	-353	-452
Town of Tillsonburg	-64	-119	-170
Township of East Zorra-Tavistock	-53	-72	-91
Township of Norwich	-9	-26	-43
Town of Ingersoll	-2	-20	-36
Township of South-West Oxford	-11	-21	-30
Township of Blandford-Blenheim	24	14	5
Township of Zorra	39	27	16
County of Oxford Total (excludes surpluses)	-390	-611	-822

Note: Surpluses (i.e., positive figures) are not counted in the totals.

Source: Watson & Associates Economists Ltd.

Figure 21 provides a summary of all key assumptions utilized in the land needs assessment as previously discussed.

Figure 21
County of Oxford
Summary of Key Residential Land Needs Assumptions

Municipality	Rural Housing Growth Share (%)	Intensification Rate (%)	Greenfield Housing Growth Share (%)	Total Housing Growth (%)	Units Per Ha (U.P.H.), Net Ha	Gross-to Net Factor ^[1]
City of Woodstock	0%	25%	75%	100%	Low: 23 U.P.H. Medium: 42 U.P.H. High: 80 U.P.H.	55%
Town of Tillsonburg	0%	25%	75%	100%		
Town of Ingersoll	0%	25%	75%	100%		
Township of Zorra	12%	25%	63%	100%	Low: 19 U.P.H. Medium: 35 U.P.H. High: 50 U.P.H.	60%
Township of Norwich	13%	15%	72%	100%		
Township of East Zorra-Tavistock	8%	15%	77%	100%		
Township of Blandford-Blenheim	12%	15%	73%	100%		
South-West Oxford	15%	10%	75%	100%		
County of Oxford	3%	23%	74%	100%	-	-

^[1] The gross-to-net factor is the assumption that provides a gross developable land area including other land-uses to support residential land needs, including institutional and commercial uses, as well as infrastructure as roads, sidewalks, parks and stormwater ponds.

Note: Based on 30-year period, over 2024 to 2054 planning horizon.

Source: Watson & Associates Economists Ltd.

2.3 Employment Area Land Needs

Figure 22 provides a summary of the Employment Area land supply by Area Municipality. This supply only includes Employment Area lands within the Urban Centres and fully serviced settlement areas in the Townships. The Employment Area land supply has been adjusted on net basis with a further reduction of 15% for long-term vacancy. A long-term land vacancy adjustment of is applied to account for lands that may not develop over the planning horizon for various factors such as marketability, site constraints, parcel configuration, landowner willingness, etc.

Figure 22
County of Oxford
Employment Area Land Supply

Municipality	Employment Supply, Gross Developable	Employment Supply, Net Developable (80%)	Employment Supply, ha Adjusted (15% long-term vacancy)
Woodstock ^[1]	429	343	291
Tillsonburg	83	67	57
Ingersoll	272	218	185
Zorra	1	1	1
Norwich	23	19	16
East Zorra-Tavistock	4	3	2
Blandford Blenheim	21	17	14
South-West Oxford	16	13	11
Total	848	679	577

^[1] There are lands outside of the settlement boundary that have been identified for industrial use through the Southeast Woodstock Secondary Plan. These lands were not included in the employment land supply as they still require additional planning study prior to being brought into the settlement boundary, but would be first priority for any future settlement area boundary expansion for employment uses.

Source: Watson & Associates Economists Ltd.

Figure 23 provides a summary of the forecast employment to be allocated on Employment Area lands. The forecast is only for Urban Centres and fully serviced settlement areas. An adjustment has been made to account for an estimated amount of Employment Area growth to be accommodated through intensification. It is assumed that 10% of employment growth in Woodstock, Ingersoll, and Tillsonburg will be accommodated through intensification, while a lower share of 5% is assumed for the serviced settlement areas in the Townships, acknowledging their smaller developed Employment Area base.

Figure 23
County of Oxford
Employment Area Forecast

Municipality	Employment			Employment Adjusted for Intensification		
	2024-2044	2024-2049	2024-2054	2024-2044	2024-2049	2024-2054
Woodstock	6,020	7,160	8,250	5,420	6,440	7,430
Tillsonburg	1,340	1,600	1,840	1,210	1,440	1,660
Ingersoll	2,170	2,590	2,980	1,950	2,330	2,680
Zorra	120	140	160	110	130	150
Norwich	190	230	270	180	220	260
East Zorra-Tavistock	180	210	240	170	200	230
Blandford Blenheim	227	270	310	220	260	290
South-West Oxford	120	140	170	110	130	160
Total	10,367	12,340	14,220	9,370	11,150	12,860

Source: Watson & Associates Economists Ltd.

Figure 24 provides a summary of the Employment Area land demand forecast by Area Municipality. An average Employment Area density of 15 jobs per net hectare is utilized for Woodstock, Tillsonburg and Ingersoll, while an Employment Area density of 10 jobs per hectare is utilized for the serviced settlement areas in the Townships.

Figure 24
County of Oxford
Employment Area Land Demand

Municipality	Employment Adjusted for Intensification			Density (jobs/Net ha)	Land Demand		
	2024-2044	2024-2049	2024-2054		2024-2044	2024-2049	2024-2054
Woodstock	5,420	6,440	7,430	15	361	429	495
Tillsonburg	1,210	1,440	1,660	15	81	96	111
Ingersoll	1,950	2,330	2,680	15	130	155	179
Zorra	110	130	150	10	11	13	15
Norwich	180	220	260	10	18	22	26
East Zorra-Tavistock	170	200	230	10	17	20	23
Blandford Blenheim	220	260	290	10	22	26	29
South-West Oxford	110	130	160	10	11	13	16
Total	9,370	11,150	12,860		651	775	894

Source: Watson & Associates Economists Ltd.

Figure 25 provides a summary of the Employment Area land needs by Area Municipality. The Employment Area land demand is compared to the Employment Area supply to determine the Employment Area land needs. The land needs are then adjusted downward to account for Future Growth Areas and Secondary Plans that were not included in the previous designated supply.

Figure 25
County of Oxford
Employment Area Land Needs

Municipality	Land Needs, Net, ha			Land Needs, Gross Developable, ha			Future Growth Area/Secondary Plan Areas	20-Year Land Needs Gross Developable (ha)	25-Year Land Needs Gross Developable (ha)	30-Year Land Needs Gross Developable (ha)
	2024-2044	2024-2049	2024-2054	2024-2044	2024-2049	2024-2054				
Woodstock ^[1]	-70	-138	-204	-87	-172	-255	4	-83	-168	-251
Tillsonburg	-24	-39	-54	-30	-49	-68	0	-30	-49	-68
Ingersoll	55	30	6	69	37	8	0	69	37	8
Zorra	-10	-12	-14	-13	-15	-18	24	11	9	6
Norwich	-2	-6	-10	-3	-8	-13	0	-3	-8	-13
East Zorra-Tavistock	-15	-18	-21	-18	-22	-26	0	-18	-22	-26
Blandford Blenheim	-8	-12	-15	-10	-15	-19	0	-10	-15	-19
South-West Oxford	-0	-2	-5	-0	-3	-7	0	-0	-3	-7
Total							28	-135	-250	-363

^[1] There are lands outside of the settlement boundary that have been identified for industrial use through the Southeast Woodstock Secondary Plan. These lands were not included in the employment land supply as they still require additional planning study prior to being brought into the settlement boundary, but would be first priority for any future settlement area boundary expansion for employment uses.
Source: Watson & Associates Economists Ltd.

Community Planning

P.O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

MEMO

DATE: September 15, 2025

TO: All Area Municipal CAOs and Clerks

FROM: Paul Michiels, Director, Community Planning

RE: Updating Implementation Policies in the Official Plan

On September 10th, 2025, Community Planning report CP 2025-236 was presented to the Council of the County of Oxford, which contained the following recommendations:

1. That County Council direct Planning staff to initiate an Official Plan Amendment to update the implementation policies in Chapter 10 of the Plan and other related updates, including associated consultation, as generally outlined in Report CP 2025-236;
2. And further, that Report CP 2025-236 be circulated to the Area Municipalities for information.

Oxford County Council then passed the following resolution:

RESOLUTION NO. 9

Moved By: Deborah Tait

Seconded By: Mark Peterson

Resolved that the recommendations contained in Report CP 2025-236 titled "Updating the Implementation Policies of the Official Plan", be adopted.

DISPOSITION: Motion Carried

As such, please find attached the report for your information.

Sincerely,

Paul Michiels
Director
Community Planning

REPORT TO COUNTY COUNCIL

Updating the Implementation Policies of the Official Plan

To: Warden and Members of County Council

From: Director of Community Planning

RECOMMENDATIONS

1. That County Council direct Planning staff to initiate an Official Plan Amendment to update the implementation policies in Chapter 10 of the Plan and other related updates, including associated consultation, as generally outlined in Report CP 2025-236;
2. And further, that Report CP 2025-236 be circulated to the Area Municipalities for information.

REPORT HIGHLIGHTS

- This report provides highlights of proposed changes to the implementation policies in the Official Plan (i.e. Chapter 10), in response to the numerous changes to the Planning Act that have occurred in recent years, and to further support continuous improvement of development related processes.
- These updates are intended to help provide clear policies and tools for the County and area municipalities to further improve planning processes and provide enhanced consistency and efficiency when dealing with various matters under the Planning Act.
- The proposed changes (Attachment 1), predominantly affect Chapter 10 of the Official Plan, but would also provide for cross-references in other sections of the Plan and restore two site specific policies deleted by the Province's approval of updates to the Agricultural policies (OPA 269).

IMPLEMENTATION POINTS

If County Council provides direction to initiate amendments to the Official Plan, Planning staff will formally initiate the required process under the requirements of the Planning Act.

A revised draft version of the proposed changes would be brought forward to a statutory public meeting under the Planning Act and consideration by County Council for a decision at a later date. Revisions to the current draft proposed changes may be made based on further staff review and consultation with the area municipalities, as well any other feedback received.

Financial Impact

The approval of the recommendations contained in this Report will have no financial impact beyond what has been approved in the current year's budget.

Communications

Preliminary consultation with area municipal staff regarding potential implementation of policy updates helped to inform the draft policies that are included as Attachment 1. Further consultation with area municipal staff will follow the release of the draft policies.




At minimum, all required notice requirements under the Planning Act will be met.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the **2023-2026 Strategic Plan** on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development		Goal 3.1 – Continuous improvement and results-driven solutions

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Initially, as described in report CP 2022-48, the review of the implementation policies in Chapter 10 was proposed to be included in Phase 3 of the review and update of the Official Plan. However, since that report, the Province has made numerous revisions to the Planning Act through multiple Bills (i.e. Bills 109, 23, 97, 185, and 17) that have impacted many facets of the development review process (e.g. fee refunds, application requirements, appeal rights), as well as establishing a new Provincial Planning Statement, 2024 (PPS). In a few instances, these changes have also resulted in additional tools, or added flexibility, that may assist the County and area municipalities in further streamlining local processes and providing enhanced consistency and efficiency when dealing with matters under the Planning Act.

To help expedite the continuous improvement of planning processes, staff are proposing to proceed with the proposed policy changes outlined in this report in advance of the other policy updates contemplated as part of the broader Official Plan review and the proposed initiation of a new Official Plan. Some of the strategic benefits of advancing these key policy changes include:

- Providing the opportunity for the County and area municipalities to consider options to delegate certain, more straightforward, planning approvals to staff and otherwise streamline and enhance development review processes; and
- Providing greater clarity for users of the Official Plan with respect to County and area municipal requirements for development review and other planning processes.

Comments

The discussion below includes key highlights of the proposed changes contemplated through the proposed draft policies, included in Attachment 1. The discussion below organizes these highlights into four categories:

1. Updates to support and/or clarify requirements and processes for major projects and studies, including secondary planning;
2. Updates to support improving development approval processes, including establishing more detailed complete application requirements, delegation of approval authority, servicing allocation, site plan and subdivision approvals, and alternative methods of consultation;
3. Minor amendments to reflect changes to municipal responsibilities (e.g. mandatory delegation of site plan approval) under the Planning Act and improve clarity of the existing evaluation criteria for various planning applications; and
4. Technical amendments to restore two site specific policies that were inadvertently deleted by the Province with the approval of OPA 269 (agricultural amendment).

1. Updates to Support Major Projects and Studies

Completion of secondary plans, area plans, and other planning studies is fundamental to achieving and supporting the effective implementation of County and area municipal planning objectives. Proposed updates to the policies will provide greater clarity with respect to these processes and related requirements and better reflect some of the updated requirements for settlement area expansions in the 2024 PPS.

This will help to ensure the full range of required studies and measures are clearly identified and appropriately scoped as part of the secondary planning process, where one is required and/or proposed. The proposed updates are intended to provide further support for ensuring planned growth is directed to appropriate areas on appropriate services (e.g. municipal water and wastewater services), increasing the range and mix of housing types across the County, protecting prime agricultural areas and the environment, and building complete, liveable communities.

2. Updates to Improve the Development Review Process

The following proposed updates are intended to help further streamline the development application review and approval process, including enabling the County and/or Area Municipal councils to consider the implementation of various optional Planning Act tools and processes. Others are intended to improve consistency, efficiency, and transparency in the overall planning process and better reflect updated Planning Act requirements.

a) *Complete Application Requirements*

The Planning Act and its regulations set out the minimum requirements for information that must be submitted with various planning applications (i.e. official plan and zoning by-law amendments, plans of subdivisions, consents to sever, and site plan approval). Municipalities can also generally require information or materials in addition to the minimum provincial requirements, if set out in their Official Plan policies.

A planning application is considered “complete” when it contains all the information required by the applicable sections of the Planning Act, relevant Minister’s regulation(s), as well as the additional materials or requirements set out in the Official Plan. Complete application requirements ensure that the key information needed to assess a planning proposal is included with the application, so that municipalities have all the information necessary to properly assess the potential impacts of the proposal and make informed and timely decisions. This is a key process step, as once a municipality has deemed an application to be ‘complete’, it triggers the Planning Act decision making timeline requirements (e.g. 60 to 120 days depending on the application type) and, if the municipality has not made a decision within the applicable timeline, the applicant has the right to appeal the ‘lack of decision’ to the Ontario Land Tribunal (OLT).

Although complete application requirements have not been a particularly contentious issue in Oxford to date, pre-consultation is widely supported by municipal staff and applicants as an important step that improves the speed and efficiency of the overall planning process. Further, while mandatory pre-consultation is no longer something municipalities are permitted to require

(i.e. due to recent Planning Act changes), pre-consultation continues to be strongly recommended to applicants, particularly for more complex or potentially contentious types of applications.

Overall, the proposed changes to Section 10.5.3 are intended to provide greater clarity with respect to the application process and associated submission requirements in Oxford, including the various studies and reports that may be required by the County and/or Area Municipality as part of a 'complete' application in accordance with current Planning Act requirements, Official Plan policies, and other County and/or Area Municipal standards. The proposed updates to the complete application requirements will recognize that there may be Area Municipal specific application submission requirements, such as those set out in local site plan guidelines.

Bill 17 now requires 'any new or revised' Official Plan requirements for complete applications to be approved by the Ministry of Municipal Affairs and Housing (MMAH) prior to adoption by County Council. Although it appears this MMAH approval process may be a temporary measure (i.e. until a future regulation is passed to provide further direction), to date there has been no indication as to when this requirement might be repealed and replaced by regulation. As outlined in Report CP 2025-158, the Province has recently given itself the ability to enact regulations that list the prohibited topics and permitted studies that may be required by municipalities as part of a 'complete application'. As such, planning staff will continue to monitor the status of the MMAH approval process for complete application requirements and any associated regulations and address these, as necessary, as part of the update process. For example, the proposed amendments may be separated into multiple parts to expedite those matters that are not subject to the MMAH pre-approval process (i.e. matters not related to complete applications).

b) Delegation of Approvals to Staff

The Planning Act contains provisions that enable municipalities to delegate certain planning approvals to staff to help reduce Council and staff time (e.g. writing reports) spent on relatively straightforward and/or technical type planning matters and expedite the overall approval process. As the Province has recently expanded the range of planning authorities that may be delegated to staff, to help municipalities further expedite and streamline their planning approval processes, staff are proposing a number of policy updates to clarify which planning authorities under the Planning Act that Council may now choose to delegate to staff (i.e. through the delegation by-law), including:

- i) Subsection 10.5.1 (Delegation of Planning Authority) is proposed to be amended to recognize the County's ability to delegate approval authority for certain additional aspects of County level planning applications to planning staff. These include aspects of consent approval (e.g. certificates of validation and cancellation), as well as subdivision approval (e.g. deeming and part lot control by-laws, vacant land condominiums) and related technical amendments (e.g. extensions to draft plan approval, minor revisions to existing draft approved plans, etc.). To date, only extensions to draft plan approval and final approval of subdivision plans have been formally delegated to planning staff.
- ii) Proposed changes to 10.3.11 (Site Plan Control) to reflect the fact that delegation of approval authority for site plan control to municipal staff become mandatory as a result of Bill 185 (Cutting Red Tape to Build More Homes Act, 2024).

- iii) Introducing policies to enable the delegation of approval authority for zone changes that are 'minor in nature' to staff (as established through Bill 23), which requires that the parameters for such delegation be set out in Official Plan Policy. Based on Planning Act requirements, minor zone changes may include zone changes to remove holding provisions and authorize a temporary use. In addition, staff are proposing to enable Council to consider delegating approval authority for other types of zoning by-law amendments that may also be considered 'minor in nature', such as zoning by-law amendments required as a condition of surplus farm dwelling severances (i.e. rezoning of retained residential lot from agricultural to rural residential and/or to prohibit any new dwelling on a resulting agricultural lot), provided it meets all other requirements of the local zoning by-law and Official Plan.

Delegating approval authority for certain planning approvals to staff (e.g. for matters that are relatively straightforward, technical, and/or non-controversial) can help to reduce the time and resources required to process such approvals and expedite approval timelines. For example, delegated approval authority could help to reduce the time and cost for removal of a holding zone provision (e.g. typically required for confirmation of servicing capacity prior to development), or to extend a temporary use by-law (e.g. permitting a garden suite to remain on a property).

It is noted that, while the proposed policy updates will establish the enabling framework necessary to allow for County and/or Area Municipal Council to delegate certain planning approval authorities to staff, the actual delegation to staff would still require updating their respective municipal delegation by-law/policy. It is currently intended that the formal delegation of any of the additional approval authorities identified in the proposed policies to staff would be brought forward for further consideration by County and/or Area Municipal Council as part of proposed updates to their delegation by-law/policy (i.e. once the enabling OP policies are in effect and based on the feedback received through Area Municipal consultation).

c) Community Planning Permit Systems

A Community Planning Permit System (CPPS) is a tool that has been available to municipalities in some form since 2007. The enabling legislation has been updated and revised by the Province a number of times since, to try to encourage greater use of the CPPSs by municipalities. The CPPS is intended to be a tool that can be implemented to streamline the development approval process for a particular area by combining several planning approval processes (i.e. zoning by-law amendment, minor variance, and site plan) into a single planning 'permit' approval process.

There can be several potential benefits to implementing a CPPS, including making the planning approval process faster and more efficient by reducing the number of applications required for a particular development and/or simplifying the process through the establishment of a focused scope and set of development criteria. A CPPS is a relatively flexible tool – it can apply to a broad or specified geographic area, and to a specific type or all forms of development and may also exempt certain types of development (e.g. single detached dwellings or agricultural buildings) from permit approval if they meet specific criteria (i.e. would only require a building permit). The CPPS can prescribe criteria and standards for development that go beyond what is permitted in zoning by-laws or through site plan control and can also address other municipal by-laws and/or standards through the CPPS permitting process (e.g. tree and vegetation removal, landscaping, urban design, heritage character etc.). Flexibility is also provided through permitting the approval

authority to include conditions to be met prior to the permit being approved and/or after the permit being approved. Currently the inclusion of conditions is restricted through the zoning amendment process.

The proposed draft policies in Attachment 1 would simply establish the ability for Council to consider passing a CPPS By-Law based on the requirements of the Planning Act and O. Reg 173/16, where the implementation of a CPPS is determined to be beneficial and appropriate. It is currently anticipated that a future amendment to the Official Plan would still be required to identify the specific area that would be subject to each CPPS, the scope of delegated authority, the municipality's specific goals for the CPPS, and the development criteria and conditions that are to be included in the CPPS By-Law.

This proposed approach will allow staff to have further discussion with area municipalities regarding the potential benefits of implementing this tool in their particular context and, where there is interest, to work together to undertake the required background studies and public consultation necessary to establish the specific goals and scope for that particular CPPS and ensure that the area and matters to be subject to the CPPS are specifically tailored to each local context. A subsequent amendment to the Official Plan would be required to provide this detailed direction and allow the Area Municipality to pass a CPPS By-Law.

d) Allocation of Serving Capacity

Bill 185 enacted amendments to the Municipal Act to give municipalities the clear authority to pass a By-Law establishing criteria with respect to the assignment, withdrawal, or reallocation of water and/or wastewater service capacity.

In this regard, County Public Works and Planning staff have been working together to develop a draft by-law and supporting policies and protocol to provide greater clarity, transparency, and certainty with respect to the County's process and requirements for servicing capacity allocation. Initial consultation with the Area Municipalities on these draft documents has been completed, with a final report and By-law expected to be presented for County Council consideration before year end. Minor policy updates are being proposed to ensure that the Official Plan contains appropriate references to the proposed by-law and provides clarity on how it will integrate with the planning approval process. These consist of updates to Section 5.5 (County Servicing Policy) and related cross references in the subdivision and site plan sections of Chapter 10.

e) Alternative Measures for Notice and Public Participation

Staff are also proposing policy updates to provide flexibility to consider and/or utilize alternative measures for public notice and engagement. The updates to the Planning Act through Bill 17 (Smart Growth for Our Communities Act, 2015) provided authority for municipalities to describe alternative measures for notice and public participation in their Official Plans. To implement these alternative measures requires:

- that decision makers continue to consider any input received from members of the public;
- alternative form of notice to provide the public with the statutory information relevant to the application and any applicable appeal rights; and

- clarity as to whether alternative measures are also intended to satisfy requirements for, and be sent to, prescribed persons and public bodies (or if traditional forms of notice would continue to be used for this purpose).

Examples of alternative notice measures may include, but are not limited to: e-mail, posting information on the County website or engagement platforms like Speak Up Oxford, social media, and hosting in-person or virtual workshops. A review of other municipalities suggests that alternative measures of notice are typically used in tandem with delegation of approval authority (e.g. for minor zoning by-law amendments) and for simple applications that are largely administrative in nature and typically receive no public concern (e.g. removal of holding provisions, extensions of temporary use provisions), but alternative measures may also be generally used for official plan amendment, zoning by-law amendment, consent and plan of subdivision processes.

Municipalities may also consider utilizing alternative notice measures in conjunction with the power to waive the requirement for a public meeting. While community planning staff recognize that public meetings are an important form of community engagement, allowing for alternative measures can provide the flexibility to tailor the form of notice and engagement to a particular planning matter and level of community interest. For example, waiving the public meeting requirement for a planning matter of a technical nature, that is unlikely to have any community impact or concern, could assist in expediting the approval process and reduce demands on Council and staff time. Alternative approaches may also be beneficial to consider for matters such as County-initiated Official Plan amendments (e.g. to allow staff to utilize virtual engagement methods in place of a traditional in-person open house). The potential benefit would be that by allowing for broader diversity of engagement options (e.g. virtual open house, while maintaining the in-person statutory public meetings), more residents may choose to participate in the planning process, while still ensuring Planning Act requirements are met.

Providing additional flexibility for notice could assist in further streamlining and expediting the processing of certain applications, help meet statutory deadlines, and allow municipalities to better adapt to disruptions to traditional methods of notice and/or engagement – such as limited or no newspaper circulation for an area, a postal strike, or inclement weather. Specific use of the alternative tools for notice and engagement will be dependent on the type and nature of application and be discussed in greater detail with the Area municipalities as part the consideration of potential delegation of approval authorities.

3. Other Proposed Minor Policy Updates

Logistical and Clarifying Edits for Planning Applications

Minor policy updates and revisions are proposed to improve the clarity and intent of certain development evaluation criteria, based on the feedback received from planning staff during initial consultation on potential changes to the implementation policies. Other changes include adding cross-references, replicating existing language from other Chapters of the Official Plan to improve consistency, and ensuring the language reflects the current wording in the Planning Act. Overall, these changes are intended to improve the flexibility, accuracy, and implementation of existing policy requirements, while also ensuring planning principles are consistently applied in the evaluation of applications.

Other Existing Powers

Some implementation tools have been long established in the Official Plan and are generally already actively used in the development and planning process in Oxford County. However, staff are proposing minor amendments to the policies to:

- clarify and reflect current practice;
- clarify that certain legislative tools that are not currently utilized are available and may be implemented in the future; and
- add transparency with respect to the planning process and municipal responsibilities under the Planning Act.

For example, updates to Section 10.3.3 (Plans of Subdivision) are proposed to better recognize that approval authorities have the power to review and change the conditions, and/or extend the length, of draft plan approval. Similarly, updates to Section 10.3.4 (Consents) are proposed to reflect the current ability for an approval authority to consider the approval of minor lot adjustments and certificates of cancellations.

The Planning Act also specifies that subdivisions must, and site plans may, have lapsing dates identified when approvals are granted. Similarly, the Act requires that a consent's approval lapses if conditions are not met within the specified time period. As such, updates are proposed to reflect that lapsing dates are already required by Oxford County for subdivisions and consents and may be required by the Area municipalities for site plan approval.

4. Restoring Site-Specific Amendments

Staff are proposing to reinstate two site-specific amendments that were adopted and approved by Oxford County Council in 2023 but later deleted in error by the province during the approval of OPA 269 (Agricultural Policy updates). The two site-specific amendments were approved after the submission of OPA 269 to the Province for approval and, although planning staff requested that the subject site specific policies be carried forward in the Minister's approval, they were deleted and replaced by the policies in OPA 269 when the Minister's final decision was issued (i.e. almost 2 years from the date that the OPA was submitted to the Province). Accordingly, these proposed amendments will simply restore the policies originally approved by County Council (i.e. will not result in any changes to those policies).

CONCLUSIONS

The purpose of this report is to present Council with proposed updates to the implementation policies in the Official Plan and obtain direction to initiate the formal Official Plan Amendment process and related consultation. The general intent of the proposed policy updates is to improve the efficiency, consistency, clarity, and flexibility of the various planning implementation measures and tools set out in the Official Plan, which are primarily contained in Chapter 10. The proposed amendments are based on extensive background research, consideration of applicable provincial legislation, and preliminary consultation with Area Municipal and County staff.

A revised draft of the proposed changes will be brought forward at a future date for a statutory public meeting under the Planning Act and decision by County Council. It is noted that further revisions to the draft policies contained in Attachment 1 of this report may result from further consultation with the area municipalities and consideration of any other feedback received.

Although County Council is the approval authority for the proposed changes, approval from MMAH is currently required for any 'new or revised' Official Plan requirements for complete applications prior to adoption by County Council. As such, staff may elect to bring back the proposed changes in the form of multiple amendments to allow the County to continue to move ahead with amendments that are not subject to approval by MMAH. Staff continue to have discussions with MMAH in this regard.

SIGNATURES

Report Author:

Original signed by _____

Hanne Yager
Policy Planner

Reviewed By:

Original signed by _____

April Nix, MCIP, RPP
Manager of Policy Planning

Departmental approval:

Original signed by _____

Paul Michiels
Director of Community Planning

Approved for submission:

Original signed by _____

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

Attachment 1 - Draft Implementation Policies

10.0**Implementation Measures****10.3 Implementation Tools****10.3.2 Secondary Plans, Area Studies and Issue Based Studies**

This Plan establishes the principle that detailed planning for communities, neighbourhoods, and ~~neighbourhood blocks other strategic planning areas~~ is required prior to development. Such planning will typically be undertaken by the Area Municipality and/or the County as part of an approved planning program. ~~In certain limited circumstances, at the sole discretion of the County and/or Area Municipality, as applicable, s~~Studies conducted ~~by proponents on behalf of property owners~~ may be accepted as a means of front-ending development, ~~but only where they study boundaries and scope are agreed to through a terms of reference have been~~ approved by the Area Municipality ~~and the County, prior to commencement. Any applications made based on such studies shall implement the agreed to scope and be to the satisfaction of the County and/or Area Municipality, as applicable.~~

This Plan identifies areas and situations where further detailed planning will be required and establishes the parameters and criteria upon which such detailed planning will take place.

SECONDARY PLANS

Secondary plans provide detailed policy direction for the *development* of a geographic area consistent with principles established in this Plan. Secondary plans are generally required in the following circumstances:

CIRCUMSTANCES WHERE REQUIRED

- ~~P~~Prior to redesignating lands designated Future Urban Growth or Residential Reserve, and that are fully contained within an existing settlement, for *development* purposes;
- ~~p~~prior to redesignating lands designated as Residential Reserve for *development* purposes;
- ~~p~~prior to the installation, or significant expansion of municipal water and sewage services and stormwater management facilities within Serviced Villages which facilitate additional growth capacity; and
- ~~p~~prior to the expansion of a settlement boundary ~~the boundaries of any designated Village or Serviced Village.~~

REGARD FOR
CLASS EA STUDIES

The secondary planning process may also be used to implement the conclusions and recommendations of Class Environmental Assessment proceedings. Where this is the case, the ~~County shall coordinate~~ Class Environmental Assessment and Planning Act processes shall be integrated to the satisfaction of the County and/or Area Municipality, responsible for the infrastructure.

AMENDMENT
REQUIRED

~~County Council~~The County shall incorporate the policy and schedule updates deemed necessary to effectively implement adopted Secondary Plans within the Official Plan by amendment after public consultation as set out in Section 10.8.

CRITERIA

The criteria for Secondary Plans are established in Sections 4.2.2.4, 4.2.2.6, 7.2.3.2, ~~2~~, and 7.2.7, ~~and 8.5.3.3 and 9.4.3.3~~ as applicable.

For greater clarity, where secondary plans are proposing the expansion of a settlement boundary they shall also be subject to the requirements of 4.2.2.6.1

AREA STUDIES

Area Studies may be used to assist in the implementation and refinement of this Plan. Area Studies allow the analysis and conceptual planning of a specific geographic area at a level of detail which may not require the same range of studies or may have a more focused scope/purpose than that of a secondary plan~~be appropriate for the Official Plan~~. Area Studies may incorporate guideline documents to elaborate upon the implementation of policies that have general application in the control of *development*. ~~Area Studies are viewed as guideline documents and do not form part of the Official Plan.~~

CIRCUMSTANCES
WHERE REQUIRED

Examples of areas that may warrant an area study include:

- ~~I~~Industrial and commercial areas that are subject to pressures for transition to other types of land use;
- ~~R~~Residential neighbourhoods that are experiencing pressure for *development* to a higher density residential land use or to other types of land use;
- ~~a~~areas subject to the preparation of Community Improvement Plans as set out in Section 10.4;
- ~~a~~areas that may be subject to substantial change as a result of a proposed major *development*;

/

- ~~a~~Areas proposed to be designated as Heritage Conservation Districts in accordance with the Ontario Heritage Act with a high concentration of cultural *heritage resources* or community amenities and services, such as main streets and commercial areas, health or education facilities, transit hubs, major parks or recreation facilities, that have been identified to be in need of intensification, interconnection, stabilization, or enhancement;
- ~~a~~Areas proposed to be the subject of urban or community design guidelines;
- ~~a~~Areas intended for improvement to facilitate recreational or public use, including trails.
- ~~a~~Areas where an Environmental Impact Study where additional study or management plans may be required to provide more specific direction with respect to the restoration and enhancement of *natural heritage features and areas* as set out in Section 3.2.6. ~~is required;~~
- ~~a~~Areas where a study may be required for the identification or refinement of natural hazards as set out in Section 3.2.8 ~~proposed as Two Zone Flood Plain Policy Areas;~~
- ~~a~~Areas proposed for sub-watershed studies in accordance with Section 3.2.7.2.1.

STATUS

An Area Study will be adopted by a resolution of the Area Municipal Council and will be used as a guideline for the review of *development* applications and the planning of public facilities and services for the area. It may also provide the basis for an amendment to the Official Plan and/or Zoning By-Law if the recommendations of the study suggest that a change or refinement in policies, land use designations or zoning regulations is appropriate or warranted.

PUBLIC
PARTICIPATION

Area Studies may be subject to the public notification procedures as outlined in Section 10.8.

ISSUE BASED
STUDIES

Issue based studies will be used in situations where a specific theme or topic relates to an issue rather than a geographic area. Issue based studies will be approved by a resolution of County Council or Area Municipal Council and may provide the basis for an amendment to the Official Plan and/or Zoning By-Law. Issue based studies may be subject to the public notification procedures as outlined in Section 10.8.

10.3.3 Plans of Subdivision and Condominium

The process of subdividing land into lots and blocks for various land uses is governed by the Planning Act. Oxford County Council is the approval authority for plans of subdivision and condominium.

WHERE REQUIRED

Where a proposal to divide land for more than five lots (including the retained parcel) is made, ~~including the remnant parcel,~~ such *development* shall be by a plan of subdivision or condominium. Proposals to divide land into five lots or less, including the remnant parcel, may take place by consent to sever as set out in Section 10.3.4.

PUBLIC PARTICIPATION

The County shall consider measures for informing and obtaining the views of the public, prescribed persons and public bodies in respect of proposed plans of subdivision, in accordance with Section 10.3.8 Public Participation measures.

SUBDIVISION REVIEW CRITERIA

County Council and the Area Municipal Councils will evaluate applications for plans of subdivision or condominium ~~on the basis of~~ based on the requirements of the Planning Act as well as criteria including, but not limited to, the following:

CONFORMITY TO THE OFFICIAL PLAN

- The plan is consistent with the policies of the Provincial Planning Statement and objectives and policies of the Official Plan and any applicable Secondary Plan and/or Area Plan.

SERVICING CAPACITY

- There is capacity available in the centralized water and/or wastewater facilities. Capacity availability should be confirmed with the County at the time of pre-consultation.

The allocation of capacity shall be in accordance with County procedures and standards and Section 5.5.5 of this Plan. In order to demonstrate and address servicing capacity, the proposed development shall be required to prepare a servicing strategy in accordance with servicing strategy criteria of Section 4.2.2.6.1

COMMUNITY SERVICES AVAILABILITY

- ~~There is capacity available in the municipal water and sewage treatment systems and t~~ There is suitable provision for roads, water, storm and sanitary sewers, waste disposal and , recyclable collection, public utilities, fire and police protection, parks, schools, and other community facilities- and further, that the provision of these services will be financially viable over their lifecycle.

ENVIRONMENTAL
CONSTRAINTS

- The plan is designed to effectively accommodate Environmental Resources and mitigate environmental constraints in accordance with Section 3.2 and human-made constraints in accordance with Section 3.3.

NEGATIVE
EFFECTS

- The plan is designed to reduce any negative effect on surrounding land uses, the transportation network, or significant natural features.

ACCESS

- The plan is designed to ensure adequate and safe vehicle access is provided, including emergency vehicle access. No shared easements which traverse multiple lots shall be permitted as a primary means of obtaining access to a public road, unless otherwise required by the authority having jurisdiction over the road.

INTEGRATION

- The plan is designed to be integrated with adjacent developments.

TOPOGRAPHY

- The plan is designed to be compatible with the natural features and topography of the site and adjacent lands. Subdivisions proposing extensive areas of cut and fill will be discouraged and may require the preparation and submission of detailed grading plans and sediment and erosion control plans as part of the plan of subdivision or condominium application.

RENTAL HOUSING
CONVERSION

- Proposals to convert rental housing units to condominium ownership will be reviewed by the criteria set out Sections 7.2.2.2., 8.2.2.2, or 9.2.2.2.

RETAINED
PARCEL

- The number and configuration of proposed lots and overall design of the subdivision does not compromise the long-term use, future development, or planned function of the retained parcel, or other surrounding lands.

OTHER
APPLICABLE
POLICIES

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements

**DRAFT PLAN
APPROVAL**

As a condition of draft plan approval, County Council will require an applicant to satisfy conditions prior to final approval and registration of the plan of subdivision or condominium. The applicant will be required to meet conditions of draft approval within the specified time period, failing which, draft plan approval may lapse.

To provide for the fulfilment of these conditions and for the installation of services according to municipal standards, County Council shall require an applicant to enter into a subdivision agreement with the Area Municipality and, where necessary, the County, prior to final approval of the plan.

LAPSING

The County shall require that plans of subdivision, or parts thereof, that have been approved for 3 years or as prescribed by the Planning Act which have had no construction occur or *infrastructure* installed on-site, and do not meet the growth management objectives of this Plan, to no longer be a registered plan of subdivision.

REVIEW SUBDIVISION
CONDITIONS

The County may, in consultation with the Province, Area Municipal Councils and other external agencies, review draft approved plans of subdivision to determine if the draft approval should be maintained, and if required, modify the conditions of draft approval or extend draft plan approval.

EXTENSION

The County may consider requests to extend the lapsing date for a draft approved plan of subdivision for an additional period, not generally exceeding 2 years, provided that:

- The applicable Area Municipality has been consulted and is in support of the proposed extension;
- It has been demonstrated that a concerted effort and progress has been made toward satisfying the existing conditions of approval, or exceptional circumstances beyond the applicant's control have prevented them from registering the draft approved plan, or phase thereof; and
- The draft plan is consistent with applicable federal and provincial legislation, matters of provincial interest, and the policies of the Provincial Planning Statement and this Plan, including growth management objectives, in effect at the time of such request.

EXEMPTION FROM
PART LOT
CONTROL

In accordance with the provisions of the Planning Act, County Council may pass, or delegate its authority to approve, by-laws to exempt all, or parts of registered plans of subdivision from part lot control. ~~Such~~ exemption will only be permitted when no further conditions for *development* are required.

DEEMING

In accordance with the provisions of the Planning Act, an Area Municipal Council may pass a By-law to deem any plan of subdivision, or part thereof, that has been registered for eight years or more, to no longer be a registered plan of subdivision.

CONDOMINIUM
EXEMPTION

The County may exempt a plan of condominium from review under the Planning Act. Such exemption will only be considered if the Area Municipality is satisfied that that no further conditions for *development* are required.

10.3.4 Consents (Severance)

Under the Planning Act-, County Council has delegated the authority to give consent to sever land to the Oxford County Land Division Committee.

REVIEW CRITERIA

The Oxford County Land Division Committee will evaluate applications for consents in accordance with the requirements of the Planning Act and, ~~but also on the basis of~~ the following criteria:-

SUBDIVISION PLAN
NOT REQUIRED

- The Land Division Committee shall be satisfied that a plan of subdivision is not necessary for the proper and orderly *development* of land and that the plan of subdivision process is upheld as the primary method of lot creation. Where a proposal to divide land for more than five lots is made, including the remnant parcel, such *development* shall be by a plan of subdivision or condominium as set out in Section 10.3.3.

OFFICIAL PLAN
AND ZONING BY-
LAW CONFORMITY

- Any lot(s) to be created would conform to the policies of the Provincial Planning Statement and Official Plan and the provisions of the Zoning By-Law.

FUTURE
DEVELOPMENT

- The granting of the consent application will not ~~prejudice negatively~~ impact or limit the planned use and/or future ~~development~~ creation potential of the retained lands, other adjacent lands, or the surrounding area.

ACCESS

- The proposed lots shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction. and will not require the opening or extension of a public road.
- New vehicular access to any road shall be in accordance with the requirements of the authority having jurisdiction over the road and the applicable policies of Section 5.1 County Transportation Policy. The authority having jurisdiction over the road from which vehicular access is to be obtained shall be satisfied that there are no traffic safety concerns.
- Access requirements for backyard infill shall be in accordance with the policies as set out in Chapters 6, 7, 8, and 9 of this Plan.

SERVICING
AVAILABILITY

- ~~— The proposed lot(s) will have adequate water supplies and sewage services and stormwater management consistent with the requirements of this Plan, the Province and the Oxford County Board of Health.~~
- Existing or proposed individual on-site water services and individual on-site sewage services are demonstrated to be adequate to serve the proposed lot and shall be in accordance with the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

TRAFFIC HAZARDS

~~Access to the proposed lot(s) would not create traffic problems or hazards, as identified by the authority with jurisdiction over the road.~~

PUBLIC NOTICE

- Property owners and residents in the vicinity of the proposed lot(s) are to receive sufficient notification of the application, pursuant to Section 10.8 of the Plan, and any submissions from such parties are to be considered.

LAND USE
DESIGNATION

- Any criteria outlined in the policies associated with the land use designations that apply to the lands have been addressed.

OTHER
APPLICABLE
POLICIES

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements.

LOT ADJUSTMENTS

The County Land Division Committee may consider permitting minor lot adjustments, provided that it:

- is for a demonstrable legal or technical reason;
- does not result in the creation of a new lot; and
- meets the applicable policies and review criteria of this Plan.

Consideration shall also be given to any legal non-complying characteristics of the lands which may be aggravated or addressed through a proposed lot line adjustment.

CERTIFICATES OF CANCELLATION

Upon receipt of a request by an owner of a parcel of land that has been previously conveyed, the County Land Division Committee has the authority to approve or refuse the issuance of a certificate of cancellation, which, if approved, will have the effect of the parcel no longer to have been conveyed.

CONDITIONS

In granting a consent, the County Land Division Committee shall require applicants to satisfy conditions, prior to within the timeline prescribed under the Planning Act, prior to the issuance of the Certificate(s) of Official the stamping of deeds for registration purposes. To provide for the fulfillment of conditions, the applicant may be required to enter into a severance agreement with the Area Municipality and /or where necessary, the County.

10.3.5 Zoning By-Laws and Non-Conforming Uses

The zoning by-law is one of the primary means of implementing the policies of this Plan. The zoning by-law defines the uses permitted in specific locations within a municipality and the specific *development* standards relating to those uses. ~~Non-conforming uses are legally established uses that do not conform to the current land use designations, policies, requirements, or zones of the Official Plan and/or zoning by-law.~~

LONG-TERM CONFORMITY

It is the intent of this Plan that the long-term use of land conform with the objectives and policies of this Plan. ~~Upon adoption of this Plan, and any subsequent amendments thereto,~~ the zoning by-laws of the Area Municipalities shall be brought into conformity with the policies of this Plan. ~~It is the intent of this Plan that non-conforming uses will convert, relocate, or redevelop over time so that the subject land may be used in conformity with the policies of this Plan.~~

RECOGNITION OF
NON-CONFORMING
USES IN ZONING
BY-LAW

Notwithstanding the above, a legally established land use or a use permitted by existing zoning which does not conform to this Plan may be recognized as a permitted use in the zoning by-law where the Area [Municipal](#) Council is of the opinion that:

HAZARDOUS
SUBSTANCES

The use, or existing zoning, does not involve hazardous activities or substances, which would constitute a danger to surrounding uses and/or persons by virtue of their hazardous nature

POLLUTION

The legally established or permitted use ~~or existing zoning~~, does not contribute to air, water or land pollution problems.

COMPATIBILITY

The legally established or permitted use ~~or existing zoning~~, can achieve, or has achieved, an acceptable measure of compatibility with adjacent uses, is not associated with any building deterioration or lack of property maintenance, does not generate traffic that threatens the safety of the surrounding area, and does not interfere with the *development* of conforming uses in the surrounding area.

MAINTENANCE OF
EXISTING ROLE

The long-term continuation and any potential expansion of the use or change in use is in compliance with existing zoning and will not detract from the general intent of the Official Plan for the long-term use of the lands.

AMENDMENTS

Recognition of the legally established or permitted use ~~, or existing zoning~~ in the zoning by-law, is not likely to result in proposals to amend the Plan to allow similar types of uses.

EXPANSION OR
MINOR CHANGE IN
USE OF EXISTING
RECOGNIZED USES

For uses recognized by existing zoning, but that do not conform to this Plan, Area [Municipal](#) Councils may permit minor expansion or minor change in use and the Land Division Committee may consider the granting of consents for *existing uses* to permit the expansion of the use or ~~re~~adjustment of property boundaries provided that:

SERVICES

Existing or proposed services including water supply, sewage facilities, stormwater management and road access are adequate or will be made adequate to serve the proposed development to the satisfaction of the Area [Municipal](#) Council and/or County Council.

~~Individual On-site sewage services and individual on-site water facilities are demonstrated to be adequate for the proposed development and shall be in accordance with satisfy the applicable requirements of the County and the Board of Health and the policies of Section 3.2.7.2, Water Quality and Quantity, Environmental Resource Policies and 5.5, County Servicing Policy Chapter 4, Growth Management relating to water quality and quantity, as appropriate.~~

PARKING AND
LOADING

Parking and loading facilities are adequate or will be made adequate to serve the proposed development to the satisfaction of the Area [Municipal](#) Council.

COMPATIBILITY

~~The proposal will be compatible with existing land uses in the vicinity in terms of noise, odour, emissions, vehicular traffic, and visual intrusion and may be required to include measures that reduce nuisances, protect adjacent properties, and improve compatibility of the use with the surrounding area. Proposals may be subject to site plan control to ensure land use compatibility.~~

The proposed use, scale and location shall be reviewed to ensure that potential compatibility issues with respect to traffic, vibration, lighting, visual intrusions, noise, dust, odour and other potential off-site impacts can be prevented or effectively mitigated.

Further, the proposed use shall be appropriately designed, buffered and/or separated from nearby residential and other sensitive land uses to prevent, or acceptably mitigate, potential impacts and to minimize risk to public health and safety.

All applicable provincial and municipal requirements regarding, emissions, noise, odour, nuisance, compatibility, Minimum Distance Separation Formulae, public health and safety, water and wastewater standards shall be addressed, including receipt of all applicable environmental approvals.

Proposals may be subject to site specific zoning provisions and site plan approval that incorporate any restrictions or requirements necessary to implement this policy.

ENVIRONMENT

Proposals shall comply with the policies of Section 3.2, Environmental Resource Policies.

CONDITIONS OF
APPROVAL

The Land Division Committee may attach such conditions as it deems appropriate to the approval of a development application associated with an existing recognized use.

EXTENSION,
ENLARGEMENT,
CHANGE OF USE
FOR LEGAL NON-
CONFORMING
USES

A Committee of Adjustment may permit the extension or enlargement or change of use of a legally established land use which does not conform to this Plan and the zoning by-law of the Area Municipality. In evaluating applications, the Committee shall consider the following criteria:

- ~~t~~The use has been continuous from the day the zoning by-law came into effect and forward;
- ~~t~~There will be no extension of the site or building beyond the limits of the land owned and used from the effective date;
- ~~p~~Permission for the extension, enlargement or change in the non-conforming use is in keeping with the general intent of the Official Plan and will not create new, or intensify existing, aggravate those aspects of the use that do not conform to the Official Plan and zoning by-law;
- ~~t~~That existing municipal services such as water, sewers, stormwater management facilities and roads will be adequate;
- ~~t~~That there are adequate parking and loading facilities to accommodate the proposed use;
- ~~t~~That the proposed extension, enlargement or change in use will not adversely affect desirable *development* in adjacent areas which is in conformity with the Official Plan and zoning by-law;
- ~~t~~That the proposed extension, enlargement or change in use would include measures that will reduce nuisances, protect adjacent properties, and improve the compatibility of the use with the surrounding area, and
- ~~t~~That the extension, enlargement or change in use is necessary to avoid undue hardship to the applicant, provided that all other criteria have been met, there are no negative effects on environmental resources identified in Section 3.2 and the proposed extension, enlargement, or change in use is more compatible than the *existing use* relative to the planned use of the property and surrounding lands as set out in the relevant Official Plan ~~policies~~.

CONDITIONS OF APPROVAL

The Committee of Adjustment may attach such conditions as it deems appropriate to the approval of an application within its jurisdiction to extend, enlarge, or change a legal non-conforming use.

COUNTY ZONING BY-LAWS

County Council may pass zoning by-laws in accordance with the Planning Act. If there is a conflict between a by-law passed by the County and a by-law passed by an Area Municipality, the by-law of the County prevails.

DELEGATED AUTHORITY

In accordance with the provisions of the Planning Act and Section 10.5.1, County and/or Area Municipal Councils may delegate, by By-law, their ~~its approval authority to approve zoning by-laws which are~~ minor in nature

10.3.6 Minor Variances

The Planning Act stipulates that each Area Municipal Council is deemed to be a Committee of Adjustment to deal with the following matters:

NON-CONFORMING USES

- aApplications to allow the extension or enlargement of a legal non-conforming use;
- aApplications to allow a change in the use of buildings or land from a legal non-conforming use to a more compatible non-conforming use.

CONFORMING USES

- aApplications to allow minor deviations from the provisions of the zoning by-law or any other by-law passed under Sections 34 or 38 of the Planning Act that implements the Official Plan; and
- aApplications to allow uses which are similar and conform to uses permitted in the zoning by-law, where such uses are defined in general terms in the zoning by-law.

CRITERIA FOR REVIEWING APPLICATIONS

The Committee of Adjustment, when considering an application for minor variance to the zoning by-law, or any other by-law passed under Sections 34 or 38 of the Planning Act that implements the Official Plan, shall take into account the provisions of the Planning Act and the following:

- ~~†The general intent and purpose objectives and policies~~ of the Official Plan ~~can be met~~would be maintained if the minor variance is granted;
- ~~†~~The request for variance constitutes a minor departure from the performance standards of the zoning by-law;
- ~~†~~The general intent and purpose of the zoning by-law would be maintained; and
- ~~w~~Whether the variance is desirable for the appropriate development of use of the land, building, or structure.

DETERMINING DESIRABILITY

In ~~addition to the considerations outlined above~~ determining whether the variance is desirable for the appropriate development of the land, the Committee of Adjustment ~~in determining whether the variance is desirable~~ shall take into account the following:

- ~~w~~Whether ~~constraints and/or restrictions to meeting the requirements of the zoning by law due to the physical or inherent conditions of the site are involved~~physical or inherent conditions of the site make compliance with the provisions of the zoning by-law unreasonable to satisfy;
- ~~w~~Whether alternative designs of the proposal which would ~~be in conformity~~ comply with the relevant by-law are clearly not feasible or appropriate for the site, or would create additional impacts on adjacent land uses or the amenity of the area;
- ~~†~~The ~~concerns of the effect~~potential impacts on adjacent and/or nearby owners and uses, residents and the community in general have been considered and deemed acceptable or appropriately mitigated;
- ~~†~~The approval of the minor variance is based on the specific proposal and/or site conditions and would not create the expectation of, or assumed precedent for, a similar variance being appropriate and supportable for a different proposal and/or site~~an undesirable precedent~~;
- that compliance with the standards of the relevant by-law would be unreasonable or impossible and would impose undue hardship on the applicant.

**EXTENSION OR
ENLARGEMENT
FOR LEGAL NON-
CONFORMING
USES**

For greater clarity, where the variance is to facilitate the extension or enlargement of a legal non-conforming use the applicable criteria under 10.3.5. shall apply.

**OTHER
APPLICABLE
CRITERIA**

Proposals shall also comply with any other applicable criteria established by the County and/or Area Municipality through a By-Law enacted in accordance with Section 45 of the Planning Act.

CONDITIONS

The Committee of Adjustment may attach such conditions as it deems appropriate to the approval of an application for minor variance.

10.3.7 Holding Zones

PURPOSE

County Council or the Area [Municipal](#) Councils, may pass a Holding Zone by-law and use the holding (H) symbol in conjunction with any zone in the zoning by-law. The holding (H) symbol specifies that the *development* of these lands is considered premature or inappropriate for immediate *development*.

**CRITERIA FOR
APPLYING
HOLDING ZONES**

County Council or the Area [Municipal](#) Council may apply a holding (H) symbol in conjunction with the zoning by-law implementing any land use designation or performance category of this Plan in one or more of the following circumstances:

DRY INDUSTRY

- Where industrial or commercial *development* on private or partial services is proposed in the Serviced Villages or Large Urban Centres in accordance with Sections 4.2.2.4 or 4.2.2.5.

**SERVICES AND
INFRASTRUCTURE**

- Where existing *infrastructure* services and facilities such as sanitary sewers, stormwater management facilities, water supply, roads, parks, schools, and community support services have been determined to have insufficient capacity to serve the proposed *development*, the holding zone can be used to prevent the development from proceeding until necessary improvements are made.

**SUPPORTING
STUDIES**

- Where the submission and acceptance of secondary plans, area plans or issue-based studies as required by this Plan is required prior to *development*, or where [other](#) supporting studies such as traffic impact analysis or market analysis are required.

**NATURAL
FEATURES**

- To ensure that natural areas or specific natural features are protected and the proposed *development* is consistent with the policies of Section 3.2.

HAZARDS

- To ensure that potential hazards or constraints are effectively mitigated consistent with the policies of Section 3.2, prior to *development*.

CONTAMINATION

- To ensure that potential environmental contamination isare effectively assessed and mitigated, as required by policies of Section 3.3, prior to development.

NATURAL
RESOURCES

- To ensure that the location of natural resources such as mineral aggregates is identified in the Zoning By-Law of the Area Municipality.

PHASING

- Where it is necessary to require the phasing of an overall *development* or extraction activity in order to ensure logical and orderly development, use of land and/or infrastructure-use, to mitigate impacts, or to secure commitments consistent with the policies of this Plan.

CONSOLIDATION
OF LAND

- Where *development* is contingent upon other related matters occurring first, such as the consolidation of land ownership to ensure orderly *development* and phasing of the project or to secure funding agreements on necessary *infrastructure* or services.

TRANSPORTATION
CAPACITY

- Where transportation facilities have inadequate capacity and/or would be of an inappropriate function relative to the proposed land use and anticipated type and volume of traffic generated.

AFFORDABLE
HOUSING

- In order to achieve the construction and desirable distribution of *affordable housing* throughout a *development*.

AREA OF
APPLICATION

Holding provisions may be applied municipality wide, to portions of the municipality such as servicing catchment areas, drainage sheds or flood plains, as well as on a site specific basis.

REMOVAL OF THE
(H) SYMBOL

Conditions thatwhich must be satisfied prior to the removal of the holding (H) symbol may include, but are not limited to, appropriate financial and servicing requirements of the municipality, completion and approval of studies, and the signing of necessary agreements including, but not limited to, those under the provisions of the Planning Act.

The zoning by-law will be amended to remove the holding (H) symbol when ~~the County Council or the Area Municipality Council, or where or a delegated to a municipal official under Section 10.5.1,~~ determines that the conditions as set out in this Plan and the Holding Zone By-Law have been met.

INTERIM USES

~~The By-Law may specify i~~Interim uses ~~that are~~ permitted while the holding provision is in place, ~~which may shall~~ include:

- ~~e~~Existing uses, ~~including minor additions and accessory buildings~~; and
- ~~e~~Other uses deemed appropriate by County Council or the Area Council which are in conformity with the Official Plan and which do not adversely affect the future *development* potential of the lands.

~~The holding (H) symbol shall not apply to accessory buildings or minor building additions.~~

10.3.9 Temporary Use

TEMPORARY USE PROVISIONS

Notwithstanding the requirement for zoning by-laws to comply with the Official Plan, County Council recognizes that the Official Plan represents the long-term direction to the *development* of the municipality. As such, the Area ~~Municipal~~ Council may permit uses for specific temporary periods, up to a maximum of three years, as set out in the Planning Act, which would otherwise not conform to the Official Plan and/or the ~~comprehensive-Area Municipal~~ zoning by-law, subject to re-application at 3-year intervals thereafter.

Such uses may be permitted upon individual application and careful consideration by the Area ~~Municipal~~ Council of the need and appropriateness of a temporary use by-law and to ensure that the objectives and policy direction of the Official Plan are not adversely affected by the temporary use. ~~The Area Municipal~~ Council shall also take into consideration the following matters:

CRITERIA

- ~~e~~Compatibility of the proposed use with surrounding land uses;
- ~~a~~Any requirement for temporary buildings or structures in association with the proposed use;
- ~~a~~Any requirement for temporary connection to municipal services and utilities;

- ~~t~~The potential impact of the proposed use on transportation facilities and traffic in the immediate area;
- ~~a~~Access requirements for the proposed use; and
- ~~p~~Parking required for the proposed use, and the ability to provide adequate parking on site.

EXTENSION

The Area Municipal Council may extend a temporary use by-law beyond the three year time period, as set out in the Planning Act, provided such extension does not exceed a three year time period and does not jeopardize the long-term *development* intentions for the subject lands as specified in the Official Plan. Area Municipal Council may delegate approval authority for such extensions to an Municipal official, in accordance with Section 10.5.1 of this Plan.

EXPIRY

Upon the expiry of the temporary use by-law, uses which may have been permitted by that temporary use by-law shall cease to exist, shall not be considered as legal non-conforming uses, and therefore shall be removed.

GARDEN SUITES

Area Municipalities may permit a *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations, on a residential lot in the Rural Cluster or Village designations, or in Low Density Residential designations in Serviced Villages and Large Urban Centres.

AMENDMENT No. 285**OCCUPANTS**

Garden Suites are intended to provide temporary housing for specified occupant(s), which shall be limited to:

AMENDMENT No. 285**AMENDMENT No. 285**

- ~~t~~The parents or grandparents of a property owner or their spouse, or the child or grandchild of the property owner;
- ~~a~~A property owner provided that the principal dwelling is occupied by their parents, grandparents, child or grandchild.

AMENDMENT No. 285**ZONING
AMENDMENT
REQUIRED**

Prior to permitting the construction of a *garden suite*, an amendment to the Zoning By-Law under Section 39.1 of the Planning Act, which relates to temporary use by-laws, will be required. The temporary use by-law may remain in effect for a maximum of 20 years. Extension(s) may be granted by the Area Municipality for up to three-years, subject to re-application and approval of an amendment to the Zoning By-law. The zoning amendment must satisfy the following criteria:

AMENDMENT No. 285

SERVICING

The *garden suite* should generally use the existing sanitary sewage disposal, water supply and electrical services of the principal dwelling existing on the lot where the *garden suite* is proposed to be located. Prior to the zoning amendment, approvals shall be obtained from the authorities responsible for the various services to ensure that the existing servicing systems are adequate for shared use. In situations where the approval authority indicates that one or more of the services are not adequate for shared use, separate services will be required, provided these services can be accommodated on the subject property to the satisfaction of the approval authority.

AMENDMENT No. 285

AMENDMENT No. 285

In the rural areas, Rural Clusters and Villages, it must be demonstrated that individual on-site water supply and sewage services are adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3-2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

COMPATIBILITY

The proposal is compatible with the surrounding area and, if applicable, be able to satisfy the *Minimum Distance Separation Formula I* or not further reduce an existing insufficient setback relative to MDS I for adjacent livestock operations. Within the Serviced Village and large Urban Centres, the proposal should be on a large lot greater than 929 sq. m. (10,000 sq. ft.) in area on full municipal services.

SUITABILITY

The lot is suitable for an additional temporary dwelling unit with respect to lot area, lot coverage, yard setbacks, and setback from a public road allowance.

BUFFERING

The implementing Zoning By-Law may contain additional measures to ensure minimal disruption to adjacent land uses, such as the provision of grass strips, the planting of trees and shrubs or the erection of a fence.

ACCESS

The proposed *garden suite* will generally use the existing access to a permanent public road of reasonable construction maintained year round.

LOCATION

Generally, the *garden suite* will not be located to the front of the principal dwelling on the lot, although Area [Municipal](#) Council may give consideration to such siting on a site specific basis.

AGREEMENT

The owner of the subject property shall be required to enter into an occupancy agreement with the Area [Municipal](#) Council, specifying the matters related to the temporary use of the *garden suite* as Area [Municipal](#) Council considers necessary, including, the installation, maintenance and removal of the *garden suite*; the period of occupancy of the *garden suite* by any of the persons named in the agreement; and the monetary or other form of security that Area [Municipal](#) Council may require for actual or potential costs to the municipality related to the *garden suite*.

NO SEVERANCE

Garden suites are intended to be temporary in nature and as such consent to sever a surplus *garden suite* will not be permitted by the Oxford County Land Division Committee.

REMOVAL OF
GARDEN SUITE

When the *garden suite* is no longer required for the original use intended, it shall be removed from the lot and the temporary use by-law shall be allowed to lapse.

10.3.10 Community Planning Permits AreaPROVISIONS
FOR COMMUNITY
PLANNING PERMIT
AREA(S)

As an alternative to traditional zoning by-law provisions, the County and/or Area Municipalities may consider implementing the objectives of the Official Plan through a Community Planning Permit System.

A Community Planning Permit System can potentially help to facilitate, streamline, and/or expedite *development* to support the achievement of certain policy goals or objectives (e.g. *residential intensification*). Such a system could be established for the entire County or Area Municipality, or for specific area(s) within the County or Area Municipality, as deemed appropriate.

Prior to the passing of a Community Planning Permit System by-law by the County, or an Area Municipality, an amendment to this Plan is required to:

- Identify the proposed community planning permit system area(s);
- Set out the scope of any authority that may be delegated and any limitations on the delegation;
- Contain a statement of the goals, objectives and policies for the community planning permit system proposed for the area;
- Set out the types of criteria that may be included in the community planning permit by-law for determining whether a *development* or use of land may be permitted; and,

- Set out the types of conditions that may be included in the Community Planning Permit by-law, in accordance with the applicable provisions of the Planning Act.

10.3.10 Bonus Zoning

BONUS ZONING PROVISIONS

~~Under the provisions of the Planning Act, a municipality may include in its Zoning By Law regulations that permit increases to the height and density limits applicable to a proposed *development* in return for the provision of such facilities, services, or matters as set out in the By-Law. This practice, commonly referred to as bonus zoning, is considered to be an appropriate means of assisting in the implementation of this Plan.~~

PRINCIPLE

~~The facilities, services or matters that would be provided in consideration of height or density bonus should be reasonable, in terms of the cost/benefit implications for both the municipality and the developer and must result in a benefit to the general public and/or an enhancement of the design or amenities of a *development* to the extent that a greater density or height is warranted. Also, the height and density bonuses received should not result in a scale of *development* that is incompatible with adjacent uses or exceeds the capacity of available municipal services.~~

CIRCUMSTANCES APPLICABLE

~~Bonus zoning is applied to encourage social amenities and design features resulting in a public benefit which cannot be obtained through the normal *development* process. Area Councils may pass by-laws providing for bonusing to achieve the following objectives:~~

- ~~to support the provision of the *development* of affordable housing as provided for in this Plan;~~
- ~~to encourage aesthetically attractive *development* through the provision of enhanced landscaped open space and architectural review relating to building design materials and colours;~~
- ~~to support the provision of, and improved access to, public open space, supplementary to any parkland dedication requirements;~~
- ~~to support the provision of day care facilities;~~
- ~~to support the preservation of structures and/or districts identified as architecturally and/or historically significant by the municipality;~~

- ~~to support innovative and environmentally sensitive development which incorporates and protects environmental features, promotes energy conservation, encourages construction techniques to reduce waste and promote water conservation;~~
- ~~to support the provision of amenities accessible and beneficial to the public, such as landscaped areas, public art and cultural features and transit shelters.~~

IMPLEMENTATION

~~The zoning by-law may contain bonus zoning provisions for all forms of development. These provisions will describe the facilities, services, or matters that qualify for the density bonus provisions and the extent of the height and density increases that may be available.~~

AGREEMENTS

~~As a condition of the application of bonus zoning provisions to a proposed development, the owner of the subject land will be required to enter into an agreement with the Area Municipality to be registered against the title to the land. The agreement will set out the facilities, services, or matters that are to be provided, the timing of their provision, and the height or density bonus to be given.~~

10.3.11 Site Plan Control

DESCRIPTION

Site plan control is a mechanism used to achieve appropriate siting and massing of a *development* on a site and to ensure safety, attractiveness and compatibility of a *development* with the surrounding area. It is also used by the municipality to secure land for road widenings.

APPLICATION

It is the intent of this Plan that all forms of *development* or redevelopment within the land use designations established in this Plan, with the exception of mineral aggregate and oil and gas extraction and gypsum mining, may be subject to site plan control.

For the purposes of site plan control, development or redevelopment shall be defined as the construction, erection, or placing of one or more buildings or structures or three or more travel trailers or mobile homes on land, or the making of an addition or alteration to a building or structure that has the effect of substantially increasing its size or usability, or the laying out and establishment of a commercial parking lot. ~~The above noted definition of development shall not include the placement of a portable classroom on a school site of a district school board, if such school site was in existence on January 1, 2007 and any other uses that may be prescribed under the Planning Act as being exempted from the definition of 'development'.~~

The Area [Municipal](#) Council may exempt ~~certain~~ [additional](#) classes of development from site plan control through the site plan control by-law passed in accordance with the Planning Act.

DELEGATION

As required by the Planning Act, Area Municipal Council shall delegate the approval authority for site plan applications to Municipal Officials as set out in Section 10.5.1.

APPROVAL OF SITE PLANS

Where the Area [Municipal](#) Council has passed a site plan control by-law, plans showing all buildings and structures to be erected and all facilities and works, including facilities designed to have regard for accessibility for persons with disabilities, to be provided in conjunction with the development will be required consistent with the provisions of the Planning Act. Drawings, showing plan, elevation and cross-section views may be required for all buildings to be erected including all buildings to be used for residential purposes in accordance with the Planning Act, regardless of the number of units within the site plan control area.

Such drawings shall be sufficient to display the massing and conceptual design of the proposed building, the relationship of the proposed building to adjacent buildings, streets and exterior areas and the provision of interior walkways, stairs elevators and escalators to which the public have access from streets, open spaces and interior walkways.

Where such matters are addressed in Area Municipal Site Plan Control By-Laws, such drawings shall also be sufficient to display the following:

- ~~matters relating to urban design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design;~~
- sSustainable design elements such as trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities on any adjoining road under the jurisdiction of the County or Area Municipality.

DESIGN POLICIES

Where this Plan establishes site and urban design criteria for specific types of development, the Area [Municipal](#) Council will be satisfied that such policies have been addressed prior to approving site plans.

In addition, County Council or Area Municipal Council may adopt site and/or urban design guidelines for various forms of development as a means of evaluating matters relating to detailed site and/or urban design through the site plan process. ~~Where such guidelines have been adopted,~~ they shall be implemented through the Area Municipal Site Plan Control By-Law or Area Municipal Zoning By-Law.

ROAD WIDENINGS

Widenings of public roads shall be required as a condition of site plan approval at the discretion of the authority having jurisdiction over the road for all development within the site plan control area consistent with the policies of Sections 5.1.2, 7.6.6, 8.7.2 and 9.6.2 to this Plan.

SERVICING
CAPACITY

Development proponents are strongly advised to confirm potential availability of servicing capacity for a proposed development with the County at the pre-consultation stage.

The formal allocation of capacity shall be in accordance with applicable County procedures and standards and Section 5.5.5 of this Plan.

OTHER
APPLICABLE
POLICIES

Proposals should also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Section 5.5, Functional Support Elements.

LAPSING

Where County Council or Area Municipality Council have authorized an officer, employee or agent of the municipality to approve plans, those persons may also identify a time period beyond which the approval of such plans and drawings will lapse and no longer be approved. The time period identified shall be in accordance with the Planning Act. Notice shall be provided to the applicant or owner in accordance with the Planning Act.

EXEMPTIONS

The approval shall not lapse if, before it has lapsed, a permit is issued under section 8 of the Building Code Act, 1992 to implement the site plan approval or as class of development as regulated by the Planning Act.

PUBLIC
NOTIFICATION

~~To assist in encouraging the integration of new development with adjacent land uses, the Area Council may require public notification and a public meeting at the site plan approval stage in connection with:~~

- ~~• multiple residential infill projects;~~
- ~~• commercial or mixed use projects in a Central Area or Village Core designations;~~

- ~~high density residential projects within and around a Central Area designation;~~
- ~~proposals for new development within or contiguous to an Environmental Protection Area or a Provincially Significant Natural Feature;~~
- ~~proposals where bonus zoning may be applied to permit increases in height and density, according to the policies of Section 10.3.10;~~
- ~~proposals for new development in Heritage Conservation Districts established in accordance with the Ontario Heritage Act;~~
- ~~proposals for new Regional Commercial Nodes or large Service Commercial developments or the expansion of existing Regional Commercial Nodes;~~
- ~~proposals where holding provisions in the zoning by-law stipulate that public notification and public meetings will be required at the site plan approval stage; and~~
- ~~other situations where the location, massing, and conceptual design of new development may significantly affect the character of the surrounding area.~~

10.5 Planning and Development Approval Process

INTRODUCTION

The County is responsible for conducting county-wide planning and for ensuring that land use decisions are in conformity with this Plan. In addition to this role, the County has the authority to approve plans of subdivision and condominium. Similarly, the Area Municipalities are the approval authority for their respective zoning by-laws and related applications for minor variance and site plan approval. In these roles, the County and Area Municipalities will endeavour to make the *development* approval process efficient and timely through the following measures, where appropriate.

10.5.1 Delegation of Approval Authority

COUNTY DELEGATION

County Council, in accordance with the regulations of the Planning Act, may delegate by By-law its approval authority for following planning matters to a standing committee or County officials:

PLANS OF SUBDIVISIONS
APPROVALS AND
CONSENTS

- The County's authority to approve draft plans of subdivision and condominium (including Vacant Land Condominium), or any aspect thereof, may be delegated to a County official. Such delegated approval authority may include, but is not limited to, red line revisions, extension of approval, exemption from condominium approvals, and changes to the conditions of draft plan approval, in accordance with Section 10.3.3. of this Plan.

As set out in Section 10.3.4, the Oxford County Land Division Committee has the delegated authority for the approval of consents.

**LOCAL
DELEGATION**

County Council shall encourage Area Municipal Councils to consider delegating local approval authority for planning matters to County or Area municipal officials, in accordance the Planning Act, where appropriate.

SITE PLAN CONTROL

As required by the Planning Act, Area Municipal Councils must delegate their approval authority with respect to Site Plan Control to County or Area Municipal officials.

MINOR ZONING
AMENDMENTS

Area Municipal Councils may delegate their approval authority for Minor Zoning By-law Amendments to a County or Area Municipal official.

A Minor Zoning By-law Amendment may include any or all of the following circumstances:

- To remove an existing Holding Provision where the conditions have been satisfied, subject to the policies of Section 10.3.7;
- To authorize a temporary use or grant an extension to an existing temporary use, including renewal of the time period that a garden suite is permitted to remain on the lot;
- To remove existing site-specific zoning provisions where the effect would be to revert to the parent zoning in force and effect; and, -
- To implement zoning as a result of an approved consent for a residence surplus to a farm operation, in accordance with the policies of 3.1.5.3 and including:
 - a. To prohibit any new dwelling, including additional residential units, on the resulting agricultural parcel, and
 - b. To recognize a proposed residential use, where the proposed retained lot meets the provisions of the applicable rural residential zone.

NOTICE

The officer, employee, or agent of the Municipality who has been delegated the authority to approve minor zoning by law amendments shall follow the applicable notice and public meeting requirements of the Planning Act and section 10.8 of this Plan.

LIMITATIONS TO DELEGATED AUTHORITY

Where authority to approve an application under the Planning Act has been delegated by County Council or Area Municipal Council to an officer, employee, or agent of the County or Area Municipality, as applicable, that shall not include the authority to refuse an application.

DEVELOPMENT REQUIREMENTS AND CONDITIONS

~~Where differences of opinion arise in relation to the implementation of the policies of this Plan through requirements for information or studies prior to *development* approvals or in relation to conditions of *development* approval, the Area Council and/or County Council, may upon request by interested parties, review the proposed requirement or condition and may waive, reduce the scope or content, or uphold the requirement or condition. This policy shall not apply when such requirements or conditions are mandated by Provincial policy or legislation.~~

10.5.2 Pre-ConsultationPRE-CONSULTATION

It is recommended that proponents consult with the applicable approval authority prior to submitting a formal application for *development* to, at minimum, confirm the application(s), fees, and accompanying studies and other information that will be required by the County and/or Area Municipality to be considered a complete application(s), in accordance with Section 10.5.3 of this Plan.

PURPOSE OF PRE-CONSULTATION

The purpose of pre-consultation is to provide an opportunity for the municipality and proponent to review and discuss a draft *development* proposal in advance of the submission of formal application(s). Although optional, pre-consultation can be critical for identifying the need for, and scope of, other information and materials (i.e. beyond just the planning application and applicable fee) that will be required by the County and/or, Area Municipality to allow for comprehensive and timely review and consideration of the formal *development* application(s), when they are submitted.

Pre-consultation can also assist in:

- Providing proponents with clarity and greater certainty with respect to what applications, supporting studies/documents, and applicable fees will be required for the County/Area Municipality and review agencies to consider the proposed development and for the required application(s) to be deemed complete;
- Providing proponents with initial feedback and suggestions on the proposed development concept and planning approach and help to identify and address potential issues and/or concerns in advance (i.e. to avoid costly delays and changes to the design and supporting technical studies later in the process); and
- Streamlining the review process and submission requirements, while still ensuring approval authorities and review agencies have the information necessary to make timely and informed land use planning decisions.

10.5.3 Complete Submission Requirements

SUPPORT EFFICIENT PROCESS

Timely and effective land use planning processes and decisions require having all relevant information pertaining to a particular planning application available as early as possible in the application process.

In practice, a planning application may require multiple reports, studies and plans to allow for appropriate consideration and assessment of its planning merits. Therefore, requiring all relevant information and material to be provided at the time a planning application is submitted is essential for:

- enabling the County and/or Area Municipalities to make well-informed decisions in a timely manner,
- providing transparency by ensuring the public and other stakeholders have access to key information early in the

process; and;

- avoiding unnecessary delays and identifying and resolving potential issues and concerns early in the process.

**REQUIREMENTS
FOR COMPLETE
APPLICATIONS**

The County or Area Municipality, as applicable, shall only accept and process applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Condominium and Site Plan Approval, if they have deemed them to be complete.

Such applications shall not be deemed complete and the period in which the County or Area Municipality is required to make a decision shall not commence, unless the County and/or Area Municipality is satisfied that:

a) it satisfies all applicable requirements of the Planning Act, including the applicable regulations, and any other provincial requirements;

b) it satisfies all requirements set out in this Plan;

c) it includes a completed Application Form;

d) a draft of the proposed plan, including the proposed text and all proposed schedules where applicable;

e) electronic submission of all documents is in compliance with applicable Provincial accessibility regulations; and

f) the applicable application fee(s) have been received; and

g) it is accompanied by any other information and materials identified by the County and/or Area Municipality as being required, in accordance with 10.5.3.1. below.

**INFORMATION
AVAILABLE FOR
PUBLIC REVIEW**

All information provided in support of an application for development submitted under the Planning Act is considered public and is available for public review.

NOTICE

Notice of a Complete Application recognizes that the required information has been provided by the applicant, however, it does not infer support of the application by the Area Municipality or County, or that an application will be approved by Council.

10.5.3.1: Reports and Studies

In addition to where the policies of this Plan identify studies, information and/or material which may be required to evaluate a *development* proposal, the County or Area Municipality may require other studies, information and/or material to be submitted as part of a complete application, in accordance with the Planning Act and any applicable regulations.

The studies, information and/or materials that may be required as part of a complete application shall generally include, but are not limited to, the reports/studies listed in Table below. These reports/studies have simply been grouped by theme for convenience and are not limited to any specific type of application.

TERMS OF
REFERENCE

The review and approval of a Terms of Reference may be required by the County for certain reports or studies to confirm the scope and level of detail required, on a case-by-case basis. Submission and review of the terms of reference shall occur prior to the commencement of studies, and such studies shall incorporate feedback provided by the County and/or Area Municipality, following acceptance of the Terms of Reference.

THIRD PARTY
REVIEW

Further, the County and/or Area Municipality may, depending on the scope and complexity of the application, require third party review of any information, materials or documentation required by the County and/or Area Municipality. The applicant will be responsible for the costs of the third party review as well as for the costs associated with any additional review resulting from revisions to any original materials that may be required as a result of the third party review.

Submission of costs associated with any third party review must be received prior to consideration of the development application by the County or Area Municipality as applicable.

Table [X]: Reports and Studies

<u>Planning Matters</u>	
<u>Planning Justification Report</u>	
<u>Drawings and Design</u>	
<u>-Landscape Plan</u>	<u>Phasing Plan</u>
<u>Urban Design Report</u>	
<u>Agriculture</u>	
<u>Agricultural Impact Assessment</u>	<u>MDS I/MDS II Formulae Calculation/Compliance</u>
<u>Environment</u>	
<u>Disclosure Report</u>	<u>Environmental Impact Study</u>
<u>Floodplain Analysis and/or</u>	<u>Hydrogeological Study</u>

Slope Stability Report	
Phase I and/or II Environmental Site Assessment	Risk Management Plan
Record of Site Condition / Certificate of Property Use	Tree Inventory/Tree Preservation Plan
Cultural Heritage	
Archaeological Assessment	Cultural Heritage Impact Assessment/Conservation Plan
Cumulative Impact Assessment	
Mineral Aggregate Resource Analysis (ARA License Application and materials)	Rehabilitation Plan
Resource Management Report	Traffic Plan (Haul Route Assessment)
Servicing, Infrastructure and Engineering	
Functional Servicing Report	Geotechnical Report
Grading Plan (Cut and Fill Plan)	Permit to Take Water
Erosion and Sediment Control Plan	Servicing Plan
Servicing Capacity Confirmation	Stormwater Management Report and/or Plan
Compatibility and Nuisance	
Air Quality Study	Dust, Odour and/or Emissions Study
Emergency and Spills Management Plan	Feasibility Assessment
Noise and/or Vibration (Acoustic) Study	Sun/Shadow and/or Wind Analysis
Transportation	
Traffic/Transportation Impact Study	
Growth Planning and Housing	
Land Needs Justification Study	Municipal Financial Impact Assessment
Commercial	
Commercial Location Needs Assessment	Retail or Market Impact Study

[10.5.4 Advisory Committees](#)

**ADVISORY
COMMITTEES**

The County and/or Area Municipalities may establish and consult with advisory committees on various land use related matters, where they deem it to be necessary or advisable to do so, or as required under the Planning Act.

**COMMITTEE
MANDATE**

The land use planning and other matters for which a particular Committee's input may be solicited shall be established by County and/or Area Municipal Council, as applicable, through the approval of a Terms of Reference for each Committee.

10.8 Public Participation Measures

INTRODUCTION

County Council and the Area Councils will actively encourage public participation by seeking the opinions and the advice of individuals and community and special interest groups in the on-going task of implementing, monitoring and reviewing this Plan.

**MATTERS
SUBJECT TO
PUBLIC
PARTICIPATION**

County Council and the Area Councils shall ensure that the public is adequately notified and consulted consistent with the following events:

**MAJOR PLANNING
INITIATIVES**

- dDuring the course of determining the need to review the Official Plan;
- dDuring the course of preparing and considering planning policies, studies and strategies associated with:
 - a) Official Plan amendments and review processes;
 - b) ~~t~~The development of zoning by-laws;
 - c) ~~s~~Secondary plans and associated area studies;
 - d) Community Improvement Plans, and;
 - e) Municipal services planning consistent with the requirements of the Environmental Assessment Act.
 - f) ~~e~~Other matters deemed appropriate such as issue based studies

**SITE SPECIFIC
MATTERS**

- in the consideration of *development* review and approval matters associated with:

- ~~a~~) Official Plan amendments;
- ~~b~~) • ~~z~~Zoning by-law amendments;
- ~~c~~) • ~~m~~Minor variances;
- ~~d~~) • ~~e~~Consents;
- ~~e~~) • ~~s~~Subdivision and vacant lot condominium approval;
- ~~f~~) • ~~a~~Applications for approval to demolish, convert or renovate any properties containing five or more rental unit
- ~~g~~) ~~p~~Proposals to designate heritage buildings, areas or elements pursuant to the Ontario Heritage Act or to remove such designation or demolish a designated structure; and
- ~~h~~) • ~~e~~Other matters as deemed appropriate including proposals for site plan approval or cash-in-lieu of parking.

FORMS OF PUBLIC PARTICIPATION

Municipalities may use a range of ~~Measure~~tools to facilitate public participation. ~~These measures~~ may include:

- ~~f~~Formal and informal public meetings;
- ~~p~~Public notice ~~replies~~;
- ~~w~~Workshops, open houses and displays;
- ~~d~~Delegations at County Council and/or Area Councils or Committees of Council;
- ~~t~~The use of advertising and information releases;
- ~~t~~The establishment of advisory committees;
- ~~e~~Consultation with community, neighbourhood or special interest organizations; and
- ~~p~~Posting information on the County of Oxford and/or Area Municipal ~~w~~Web-site and/or social media channels.
- Providing information and notice of opportunities to provide feedback through mail or e-mail.
- Using interactive virtual/online engagement tools or platforms, such as online surveys, community-based mapping, and message boards.
- Hosting virtual meetings, webinars, moderated conferences, and/or sharing of pre-recorded sessions or videos to share information and obtain feedback.

ENGAGEMENT PLAN

The consideration of the combination of measures and types of notice to facilitate public participation for major planning initiatives shall be informed by the preparation of an engagement plan, to the satisfaction of the County and/or Area Municipality(s).

PUBLIC NOTICE*MAJOR PLANNING
INITIATIVES*

County Council or the Area Councils may require that public meetings held for the purposes of soliciting public input relative to major planning initiatives be advertised in newspapers having general circulation in the municipality prior to the scheduled meeting. —Notice may also be delivered by first class mail to persons deemed to have interest in the matter, including agencies, land owners, business owners and residents and to other persons who have requested notice of the meeting in accordance with the provisions of the Planning Act.

Such notice for Official Plan or Zoning By-law amendments shall be given at least 20 days prior to the public meeting.

*SITE SPECIFIC
PROPOSALS*

Where the planning matter to be considered consists of site specific matters, County Council or the Area Council will ensure that, as a minimum, a notice is posted on the subject property and notice delivered by first class mail is provided to the following:

- eEvery owner of the land within the affected site and/or area to which the proposal applies as shown on the last revised assessment roll;
- eEvery owner of land within the distance prescribed by the regulations of the Planning Act or other applicable statute, external to the area to which the proposal applies, as shown on the last revised assessment roll; and
- eEvery person and agency that has given written request for such notice

For a site-specific Official Plan or Zoning By-law amendment, notice shall be given at least 14 days prior to the public meeting.

*CONTENT OF
NOTICE*

A notice of public meeting shall contain the following information:

- tThe date, time and place of the meeting;
- iIn the case of a site-specific amendment, a key plan showing the location of the site or area to which the proposed amendment would apply; and
- tThe proposed amendment or an explanation of the proposed amendment sufficient to enable the public to understand the nature and general effect of the proposed amendment.

SPECIAL CASES

Notwithstanding the above, where the proposal consists of an application for mineral aggregate extraction or gypsum mining consistent with Sections 3.4.1 and 3.4.3, or where *development* requiring an Environmental Impact Study as set out in Section 3.2.6 is proposed, the policies of these Sections establishing specific public notification requirements will take precedence.

ALTERNATIVE
CONSULTATION
MEASURES

County Council may pass a By-Law to establish alternative measures for informing and obtaining the views of the public with respect to applications for Official Plan Amendment, Draft Plan of Subdivision and/or Consents and Area Municipal Councils may pass a By-Law to establish alternative measures for applications for Zoning By-Law Amendment.

Such alternative measures may include, but are not necessarily limited to:

- Workshops, open houses and displays;
- Advertising and information releases;
- Consultation with community, neighbourhood, or special interest organizations
- Posting information on the County of Oxford and/or Area Municipal website and/or social media channels
- Providing information and notice of opportunities for feedback through mail or e-mail
- Using interactive virtual/online engagement tools or platforms, such as online surveys community-based mapping, and message boards.
- Hosting virtual meetings, webinars, moderated conferences and/or posting of pre-recorded sessions or videos to share information and obtain feedback

CONTENT OF BY-LAW

Where County or Area Municipal Council passes a By-law to establish alternative measures of consultation, this by-law shall identify:

- -the required recipients of the notice and the date that feedback is due to the approval authority.

CONTENT OF NOTICE

- the notice shall, at minimum, contain the following required content:
 - the date on which comments must be submitted and method(s) of submission;
 - a key plan showing the location of the site or area to which the proposed amendment would apply;
 - The proposed amendment, or an explanation of the proposed amendment, sufficient to enable an understanding of its nature and general effect;
 - how information and materials will be made available; and

- [rights of appeal](#)

[ZONING BY-LAW AS A
CONDITION OF CONSENT](#)

- [Where an application for consent to sever will require a zoning by-law amendment as a condition of approval, the notice for the application for consent may also include the notice information for the application for zoning by-law amendment, to satisfy the alternative consultation measures.](#)

CONSIDERATION
OF PUBLIC
SUBMISSIONS

County Council and the Area Councils shall consider all written and verbal submissions concerning a planning matter when making decisions and/or recommendations. An analysis of the written submissions and verbal presentations at public meetings may be prepared and submitted to County Council and the Area Councils as part of any planning report prepared.

CONFLICT
RESOLUTION

Prior to making decisions relating to planning matters, County Council and the Area Councils will encourage appropriate steps to be taken to resolve conflicting issues associated with the proposal. Where conflicting issues remain unresolved, these issues and the measures taken to respond to these issues shall be identified as part of any planning report prepared.

PUBLIC
NOTIFICATION AND
MEETINGS NOT
REQUIRED

Notwithstanding the public notification procedures in this Section, County Council and Area Councils may forego public notification and public meetings(s) and may adopt changes [to this Plan and municipal Zoning By-Laws](#) in the following instances:

- [t](#)[t](#)To correct a minor technical error or omission contained in an amendment which has undergone full public review;
- [t](#)[t](#)To change punctuation or format, alter language, or correct clerical, grammatical, or typographical errors;
- [t](#)[t](#)To insert footnotes or similar annotations to indicate the origin and approval of each provision; and
- [t](#)[t](#)To change the names of various government ministries or agencies and reference to Provincial and Federal statutes in the Official Plan, as these may be amended or revised over the life of the Plan.

[MEETINGS NOT REQUIRED](#)

[Notwithstanding the public meeting requirements for zoning by-law amendment applications, Area Municipalities may forego a public meeting if the following requirements have been met:](#)

- [Approval authority has been delegated, through by-law, to a](#)

County/Area Municipal official in accordance with Section 10.5.1;

- A By-Law has been passed outlining the use of an alternative methods of consultation process which has been met; and,
- No concerns have been identified through written submission during the commenting period identified in the notice.

OPEN HOUSE NOT
REQUIRED

County Council and Area Councils may forego a public open house and instead use alternative methods of consultation for municipally-initiated updates to the Official Plan and Zoning By-law.

Addition of a new subsection 5.5.5 to add policies regarding servicing allocation and recognize the related by-law tools.

SERVICING
ALLOCATION

Recognizing that *centralized water and/or wastewater facilities* have finite/limited capacity available to accommodate growth and *development*, the County may consider adopting a by-law and policy, pursuant to the applicable requirements of the Municipal Act, that provides for the allocation of sewage treatment and/or water supply system capacity and establishes criteria for determining the circumstances under which:

- the allocation of such servicing capacity will be assigned to development approved under the Planning Act; and
- the allocation of servicing capacity may be withdrawn, or reallocated.

Where the County has enacted such a By-law, the allocation, reallocation, and withdrawal of servicing capacity shall be in accordance with that by-law.



**OXFORD OPP DETACHMENT BOARD 2
CONSEIL DU DÉTACHEMENT D'OXFORD 2
DE LA POLICE PROVINCIALE**

**OXFORD OPP DETACHMENT
DÉTACHEMENT D'OXFORD DE LA POLICE PROVINCIALE**

Oxford O.P.P. Detachment Board 2

**MINUTES
of the Meeting held on**

May 21, 2025

The Oxford O.P.P. Detachment Board 2 met at the Township of Zorra Municipal Office at 1:00 p.m. on Wednesday, May 21st, 2025.

Present: Councillor Stewart (Chair, Zorra), Mayor Peterson (Vice Chair, BB), Councillor Gillespie (EZT), Councillor DePlancke (Norwich), Mayor Mayberry (SWOX), Tracy Litt (Community Appointee, BB), Anthony Hymers (O.P.P.) and Nicole Chambers (Secretary)

Guests: Diane Larder (CAO, Zorra), Karen Martin (Director of Corporate and Protective Services, Zorra)

Regrets: Provincial Representative (Not Yet Appointed)

1. Call Meeting to Order:

The meeting was called to order at 1:00 p.m. by Chair, Councillor Kevin Stewart and a quorum was present.

2. Approval of Agenda:

Moved by: David Mayberry
Seconded by: Mark Peterson

RESOLVED that the Oxford O.P.P. Detachment Board 2 approves the agenda for the May 21, 2025 meeting, as printed and circulated.

CARRIED

3. Pecuniary Interest:

No member of the Board makes a declaration of pecuniary interest or the general nature thereof.

4. Confirm Minutes:

Moved by: Tracy Litt
Seconded by: Mark Peterson

RESOLVED that the Oxford O.P.P. Detachment Board 2 approves the minutes from the March 19, 2025 meeting.

CARRIED

5. Business Arising from the Minutes:**5. (a) Annual Report**

Moved by: Mark Peterson
Seconded by: Matthew Gillespie

RESOLVED that the Oxford O.P.P. Detachment Board 2 provides direction for the Secretary to receive the 2024 Annual Report, including an action plan, as prepared by the Ontario Provincial Police (O.P.P.) for the Oxford Region upon its completion;

AND FURTHER THAT the report be circulated to the respective Councils of the Township of Blandford-Blenheim, Township of East-Zorra Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra for consideration.

CARRIED

6. Correspondence:

No items

7. Delegations and Appointments:

No items

**Councillor DePlancke arrived at 1:09 p.m.*

8. Reports:

Moved by: Mark Peterson

Seconded by: David Mayberry

RESOLVED that the Oxford O.P.P. Detachment Board 2 receives O.P.P. Detachment Board Reports – February and March 2025 as information.

CARRIED

9. New Business

Oral presentations were received regarding the following topics:

9. (a) – Speed Concerns in Plattsville: Mayor Peterson

9. (b) – Zone 4 – OAPSB Meeting Report: Councillor DePlancke

10. Adjournment

Moved by: Mark Peterson

Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 does now adjourn at 1:26 p.m.;

AND FURTHER THAT the Board meet on Wednesday, September 17th, 2025 at 1:00 p.m. at the Township of Blandford-Blenheim Municipal Office.

CARRIED

Councillor Stewart, Chair

Nicole Chambers, Secretary



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Ray Belanger

Reviewed by: Josh Brick

Date: September 23, 2025

Council Meeting Date: October 1, 2025

Report Title: Monthly Report

Report No.: CBO-25-09

Recommendation:

That Report CBO-25-09 be received as information.

Executive Summary:

Building permits issued for the month of August.

Background:

To provide Council with an update regarding the monthly building activities for the period ending on August 31, 2025.

Analysis & Discussion:

Permit number	Category	Work target	Permit fees total	Cost of construction
B-2025-96	Accessory structures	Building	\$ 460.00	\$ 5,000.00
B-2025-86	Accessory structures	Deck - Residential	\$ 292.00	\$ 20,000.00
B-2025-99	Accessory structures	Gazebo	\$ 292.00	\$ 25,000.00
B-2025-40	Agricultural	Manure Storage	\$ 1,087.00	\$ 150,000.00
B-2025-90	Agricultural	Machine storage	\$ 2,298.35	\$ 300,000.00
B-2025-91	Agricultural	Machine storage	\$ 1,077.24	\$ 40,000.00
B-2025-92	Agricultural	Manure Storage	\$ 1,811.00	\$ 220,500.00
B-2025-101	Agricultural	Barn	\$ 1,057.40	\$ 50,000.00
B-2025-61	Change of use		\$ 726.00	\$ 40,000.00
B-2025-80	Commercial building	Business Office	\$ 9,968.23	\$ 800,000.00
B-2025-102	Demolition	Single-family dwelling	\$ 292.00	\$ 7,000.00
B-2025-77	Institutional building	Fire Hall	\$ -	\$ 2,000,000.00
B-2025-84	Plumbing	Backflow Prevention	\$ 292.00	\$ 2,250.00
B-2025-85	Plumbing	Backflow Prevention	\$ 292.00	\$ 3,300.00
B-2025-89	Plumbing	Commercial	\$ 292.00	\$ 1,400.00
B-2025-60	Residential building	Townhouse dwelling	\$ 726.00	\$ 40,000.00
B-2025-82	Residential building	Single-family dwelling	\$ 39,623.69	\$ 500,000.00
B-2025-72	Sewage system	Septic	\$ 797.00	\$ 15,000.00
B-2025-105	Sewage system	Single-family dwelling	\$ 797.00	\$ 5,000.00
B-2025-83	Signs	Sign	\$ 364.00	\$ 3,000.00

Strategic Priorities:

Building services continues to ensure compliance with the Building Code Act through education, consultation, oversight and enforcement.

Financial Considerations:

Building services continues to operate solely on building permit fees and has no financial impact on the Townships levy.

Respectfully submitted by:



Ray Belanger
Chief Building Official

Appendix:

None.

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Jim Borton, Director of Public Works

Reviewed by: Josh Brick, Chief Administrative Officer

Date: September 25, 2025

Council Meeting Date: October 1, 2025

Report Title: Monthly Report

Report No.: PW-25-16

Recommendation:

That Report PW-25-16 be received as information.

Executive Summary:

Capital Work

- Princeton phase 4 (South section) – Cassidy Construction has been working on getting the main storm sewer system completed in the south end of Main St. The curbs and base gravel have been placed from Emma Street north to Railway Street. They will be starting to prepare for the new sidewalks and replacing driveways.
- Bridge 24 EA – Staff and KSmart have received some comments back about the archaeology report and it looks as though our Indigenous partners are satisfied with the report. Fisheries and Oceans Canada (DFO) are the next hurdle; they have concerns about fish habitats and have asked for a Marine study. DFO also has concerns about in water work and we may not be able to get a permit for this until 2026. We are still working through everything; the hope is to still tender and start in 2025.

County Shared Services/Road Association/AORS:

- Shared Services meeting – The committee met on September 11th in Tillsonburg. We discussed the joint winter maintenance training for all staff; half load season and equipment purchases and the possibility of sharing equipment.

- Road Association – The association met on September 18 at the Springford Community center. There was a recap of the successful tradeshow, a supplier demonstration and a discussion about the 2026 dues and the Christmas get together.
- AORS – We had our fall board of directors meeting and our annual supplier appreciation meeting. The board was given an update on the finances so far in 2025 and a projection on where we are headed in 2026.

Analysis & Discussion:

Drainage

- The Drainage Superintendent continues to monitor the Township storm water ponds.
- Is available to investigate any issue that may arise along a drainage system.
- Has been working with the KSmart inspector in Princeton to camera and locate the Private Drain Connections (PDC's) for Cassidy Construction to ensure they are connected to the new drain system.

Public Works Staff:

- Staff have been working on the road project on Township Road 12 (Blenheim Rd – Trussler Rd) this includes building the road up with excess fill from Princeton to help mitigate flooding and future road closures. Staff have been grading the material, running a packer to ensure good compaction and we are using some of our fleet to haul the fill. Other activities being done are grading of gravel roads, roadside grass cutting, assisting the Drainage Superintendent with cutting grass and hauling excess soil from some ponds.
- Two staff members had the pleasure in competing in the AORS Provincial Truck Roadeo on September 24th. Shawn Crozier and Dennis Boulton earned the right to compete by being the top drivers from Oxford County. This was the largest Provincial Roadeo, there were a total of 49 drivers competing from all over Ontario. The competition was stiff, and the course was very difficult, both drivers fared well and finished in the middle of the pack.

Other:

- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township. This is a Provincially funded and mandated project that is to be completed by the end of 2025.
- Working with MESH, the Public Works service coordinator, Community Services and the Drainage Superintendent to create an on-line check list for equipment inspections and patrols. We will be looking into park inspections and some activities at the arena.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Attend biweekly meetings on the progress of the Princeton project.
- Staff is continuing to meet with landowners at outdoor sites to discuss ditch or road issues.
- Coordinate with the contractor for fill to build up Township Road 12 (Trussler-Blenheim)
- Coordinate the removal of fill from the Romano Pond. Ensure dump sites are accessible and are not restricted from dumping at the site.

Strategic Priorities:

Engaged and Informed Community

Open communication and transparency.

Excellence in Public Service

Well-planned public works maintenance and capital projects.

Financial Considerations:

None.

Respectfully submitted by:

Jim Borton
Director of Public Works

Appendix:

None.

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager of Community Services

Reviewed by: Sarah Matheson, Director Corporate Services,
Denise Krug, Director of Finance

Date: September 23, 2025

Council Meeting Date: October 1, 2025

Report Title: Capital Purchase – Arena Water Softener Replacement

Report No.: CS-25-17

Recommendation:

That Report CS-25-17 be received as information; and further,

That Council authorize staff to proceed under the Township's Procurement Policy to purchase and install a new water softener at the Plattsville Arena, with funding to come from the Arena Reserve.

Executive Summary:

The water softener located at the front of the Plattsville Arena has failed and is no longer operational. Parts for this model are increasingly difficult to source, and professional plumbing contractors have advised that repair is not recommended. While the Township's long-term capital plan anticipated replacement of this unit in 2028, staff are recommending that Council approve early replacement. This is due to the equipment's current failure, the lack of available replacement parts, and the need to maintain consistent water quality within the facility.

The total cost to supply and install a new water softener is expected to fall in the range of \$14,000 to \$17,000. Adequate funds are available in the Arena Reserve Fund to cover this expenditure. Once the new unit has been installed, the Township's Asset Management Plan will be updated to reflect the revised life cycle.

Analysis & Discussion:

The Plattsville Arena is served by a water softener system located at the front of the building. This system has reached the end of its serviceable life and recently broke down. Staff sought advice from a plumbing company, which subsequently consulted with a representative from the original equipment supplier. Both confirmed that repair of the existing unit is not practical given its age and the difficulty in obtaining parts.

The importance of this system is underscored by the nature of the local water supply. Water in Plattsville is considered very hard. In 2022, hardness was measured between 1,210 and 1,660 milligrams per litre, which equates to approximately 71 to 97 grains per gallon. At these levels, scaling is severe. Hard water causes mineral deposits that build up within hot water heaters, shower heads, and taps. This reduces efficiency, increases maintenance needs, and shortens the overall life of plumbing fixtures. In a community recreation facility such as the arena, softened water is vital to maintaining the reliability of hot water systems and ensuring the building remains in good working order for both patrons and staff.

Although the unit was scheduled for replacement in 2028 under the Township's Capital Plan, the combination of failure, difficulty in sourcing parts, and the documented hardness of Plattsville's water means it is no longer practical to wait.

Replacing the water softener at this time will ensure that the facility continues to receive water that is properly conditioned for daily use. By softening the water, the Township will protect hot water heaters, taps, and shower heads from scaling and mineral buildup that would otherwise result in costly repairs or premature equipment replacement. The new unit will reduce ongoing maintenance requirements and extend the life of plumbing systems throughout the building. Beyond equipment protection, softened water will also improve the user experience for those who regularly use the facility. Residents, sports teams, and community groups who rely on the arena's showers and washrooms will notice a difference in water quality. Softer water reduces issues such as soap scum, poor lathering, and mineral residue, providing a cleaner and more comfortable experience. This is particularly important in a recreation setting where amenities such as showers are heavily used and form part of the overall service provided to the public. From an operational perspective, addressing the failed unit now demonstrates proactive asset management. Rather than risk further damage to connected systems or inconvenience to facility users, the Township can ensure that its recreation facility remains safe, reliable, and welcoming. The recommendation to replace the unit rather than attempt repair comes directly from industry professionals, providing staff with confidence that this is the most responsible and cost-effective solution.

Strategic Priorities:

This project supports the Township's Strategic Plan, particularly the pillar of Excellence in Public Service. By taking proactive steps to replace aging equipment, the Township demonstrates its commitment to prolonging the life of major facility systems, reducing future maintenance costs, and ensuring community facilities remain safe, clean, and dependable. It also reflects a responsible approach to asset management by addressing a piece of infrastructure that has already reached the end of its useful life.

Financial Considerations:

The estimated cost for the supply and installation of a new water softener is between \$14,000 and \$17,000. This amount will be funded through the Arena Reserve, where funding is already available. This purchase simply advances the planned replacement to an earlier date due to the current failure of the existing unit. Once the replacement has been completed, the Township's Asset Management Plan will be updated to reflect the new life cycle of the equipment. No additional operating funds are required to support this purchase.

Respectfully submitted by:

Trevor Baer
Manager of Community Services

Appendix:

None.

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager of Community Services

Reviewed by: Sarah Matheson, Director Corporate Services / Clerk

Date: September 23, 2025

Council Meeting Date: October 1, 2025

Report Title: Monthly Report

Report No.: CS-25-18

Recommendation:

That Report CS-25-18 be received as information.

Executive Summary:

The Community Services Department has had a productive September, with operations running smoothly across arenas, parks, and community facilities. The Plattsville Arena has been operational with ice for three weeks, and most of the Township's regular rental groups have begun their winter seasons. Parks remained busy this month as both Drumbo Park and Plattsville Park hosted successful adult year-end tournaments, while the Drumbo Fair was also held and well attended. The Princeton Park playground project is currently awaiting the arrival of materials, and staff will bring a construction timeline forward to Council once this information becomes available. Finally, staff will be releasing a public tender for the operation of the Plattsville Arena canteen to improve service for patrons and strengthen the arena's role as a community hub.

Background:

Each month, the Community Services Department provides Council with an update on departmental activities, ongoing projects, and key events across Township facilities. September marked the start of the busy fall and winter recreation season, as arenas returned to full operation and community groups wrapped up their summer activities in the Township's parks.

Analysis & Discussion:

Arena operations are off to a strong start. The Plattsville Arena has been running with ice in place for three weeks, and most of the Township's regular rental groups have now returned to begin their seasons. Early feedback from user groups has been positive, with many expressing appreciation that the arena remains a welcoming hub for recreation and social connection during the winter months. Having the ice back in is a sign of seasonal transition, and it reinforces the arena's role as a true community gathering place.

The Township's parks also continued to see strong usage in September. Both Drumbo Park and Plattsville Park successfully hosted adult year-end tournaments, providing an opportunity for players and residents to come together and celebrate the close of the summer ball season. These events not only encourage physical activity but also strengthen community bonds. The Drumbo Fair also took place this month and was once again a highlight on the local calendar, drawing residents and visitors alike for a weekend of tradition, celebration, and community pride.

Township staff recently met with the Drumbo Lions Club to review and discuss the plans for the Drumbo playground project. Following this meeting, staff are now preparing the Request for Proposal (RFP) for the project, which is expected to be released within the coming weeks.

At Princeton Park, the playground project remains pending as staff continue to wait for materials from the supplier. Staff are monitoring the situation closely and will provide Council with a confirmed installation date once the supplier indicates delivery is forthcoming.

Staff have had ongoing discussions with EarlyON regarding the proposed partnership agreement to use Drumbo Hall as a program site.

Staff will also be releasing a tender for the operation of the canteen at the Plattsville Arena. Opening the canteen to a public tender process is a positive step forward, as it provides an opportunity for local businesses or community groups to operate the concession in a way that enhances the overall arena experience. A well-run canteen not only improves convenience for arena patrons and user groups but also strengthens the arena's role as a welcoming and vibrant community hub. This approach ensures transparency, fairness, and the best possible service delivery for the general public.

Strategic Priorities:

This report aligns with the Township's Strategic Plan pillar of Community Well-Being and Inclusivity. The return of ice at the arena brings people together and reinforces the facility as a central hub during the winter months. Parks have hosted a variety of tournaments and events that foster active and social lifestyles, while community partnerships like the proposed Drumbo Hall agreement ensure that facilities are being used in ways that directly support residents. Together, these efforts demonstrate the Township's commitment to supporting recreation, social connection, and inclusive.

Financial Considerations:

There are no new or unbudgeted financial implications arising directly from this report. All activities, including the operation of the Plattsville Arena, parks events, and playground construction planning, are being carried out within existing budgets and approved capital allocations.

Respectfully submitted by:

Trevor Baer
Manager of Community Services

Appendix:

None.

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Denise Krug, Director of Finance / Treasurer

Reviewed by: Josh Brick, CAO

Date: September 22, 2025

Council Meeting Date: October 1, 2025

Report Title: TR-13-25 2026 Budget Survey Results

Report No.: TR-25-13

Recommendation:

That Report TR-25-13 be received as information.

Executive Summary:

The annual Budget Survey was conducted to gather input from property owners on municipal service priorities and budget considerations. The number of responses received this year remained consistent with last year, indicating ongoing engagement and interest from the community.

Survey results demonstrate a clear and continued preference among respondents for maintaining or enhancing current levels of municipal services. As in previous years, the majority of participants expressed strong support for preserving service standards, with many advocating for strategic improvements where necessary.

Importantly, the key areas identified as priorities by respondents have remained consistent with last year's findings. This ongoing alignment suggests stable community expectations and provides a reliable foundation for Council decision-making in the upcoming budget cycle.

These survey insights reinforce the importance of aligning budget planning with the community's established service expectations and priority areas.

Background:

The Township once again participated in the County wide Budget Consultation Online Survey which began in June and ran through to the end of August. It was promoted through the Township and County websites, our Facebook page, local media and tax bill inserts.

Meaningful and effective public engagement improves the quality of decisions made, facilitates citizen understanding of issues and government process, fosters respect for the views of others and increases support, understanding and ownership of decisions made.

Analysis & Discussion:

There were 149 responses from the Township of Blandford-Blenheim, a decrease of 9% from last year where we had seen an increase of 125% from the previous survey conducted in 2023. The full results of the survey are attached.

The survey illustrated how property taxes were allocated in 2025 and asked respondents to indicate whether the same services should be enhanced, maintained or reduced in the upcoming year. The large majority of respondents want to see all services maintained at current levels or improved. When asked about the overall value received from Township tax dollars, 73.48% of respondents rated it Fair to Good, up over 2% from the last survey.

Respondents were asked to identify their top five priorities in their community. The most common options chosen were: Infrastructure – Roads, bridges and stormwater (36.43%), Affordable Housing (33.33%), Safe Communities – Police (42.64%) and Waste Management – Curbside collection (garbage and recycling) (30.23%). These were all top priorities in last year's survey as well. New to the top five list this year is Safe Communities – Paramedics (31.01%).

Strategic Priorities:

This report directly aligns with Council's adopted Strategic Plan (2025–2028) and its commitment to fostering a connected, inclusive, and informed community.

Engaged & Informed Community

- Strengthen two-way communication through transparent and effective outreach, and
- Increase public participation in municipal decision-making and initiatives.

Financial Considerations:

There is no direct financial impact to the current budget; however, survey results referenced in the report will be considered in determining the 2026 budget and tax levy.

Respectfully submitted by:

Denise Krug
Treasurer / Director of Finance

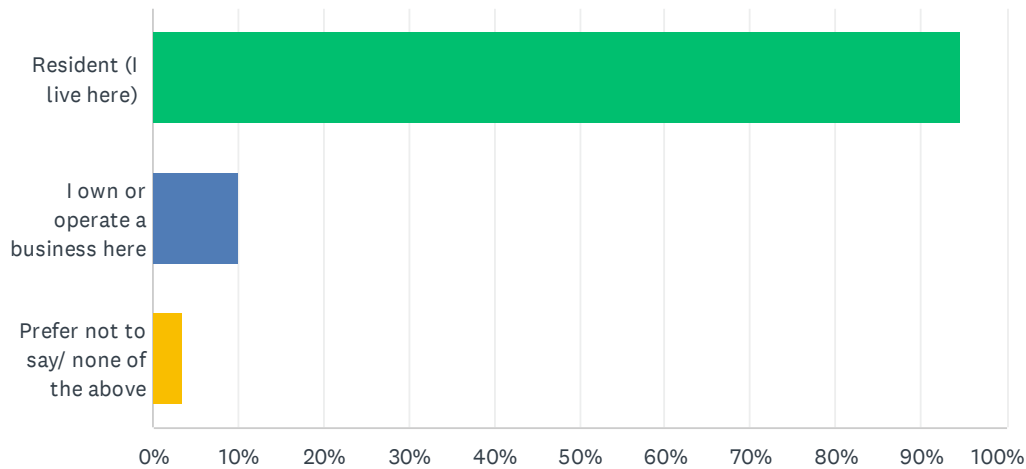
Appendix:**2026 Budget Survey Results****Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:

Q1 Tell us about yourselfWhich of the following statements describes your connection to Blandford-Blenheim Township? Please select all that apply.

Answered: 149 Skipped: 0

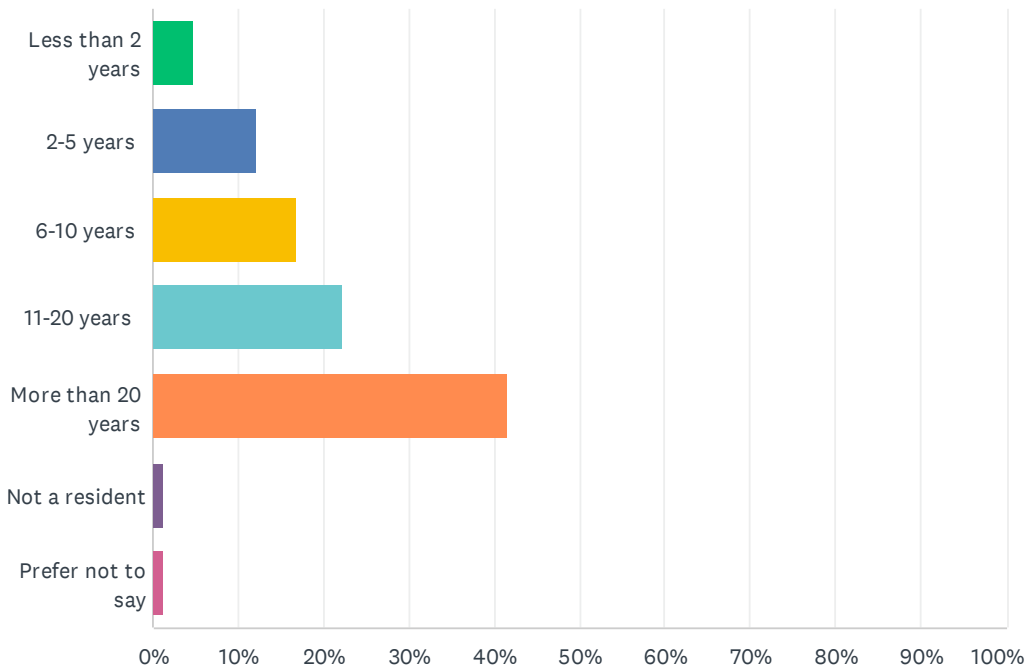


ANSWER CHOICES		RESPONSES	
Resident (I live here)		94.63%	141
I own or operate a business here		10.07%	15
Prefer not to say/ none of the above		3.36%	5
Total Respondents: 149			

#	OTHER (PLEASE EXPLAIN)	DATE
1	Homeowner	8/26/2025 6:37 PM
2	Plattsville	8/13/2025 12:04 PM
3	Dairy Farm	8/13/2025 8:44 AM
4	Rent	7/25/2025 8:25 PM

Q2 How many years have you lived in Blandford-Blenheim Township?

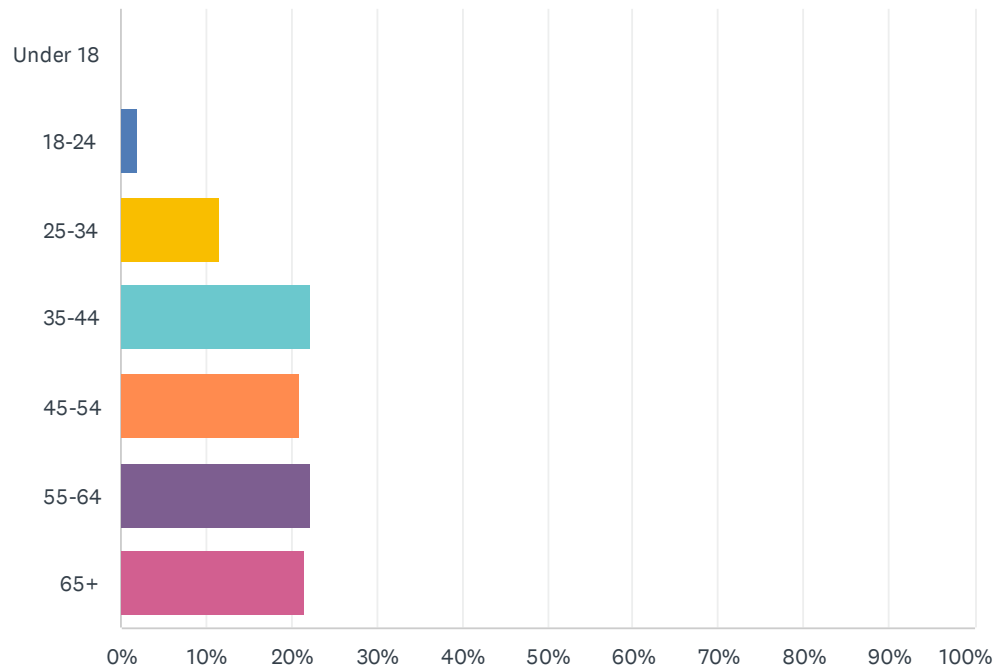
Answered: 149 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than 2 years	4.70%	7
2-5 years	12.08%	18
6-10 years	16.78%	25
11-20 years	22.15%	33
More than 20 years	41.61%	62
Not a resident	1.34%	2
Prefer not to say	1.34%	2
TOTAL		149

Q3 What is your age?

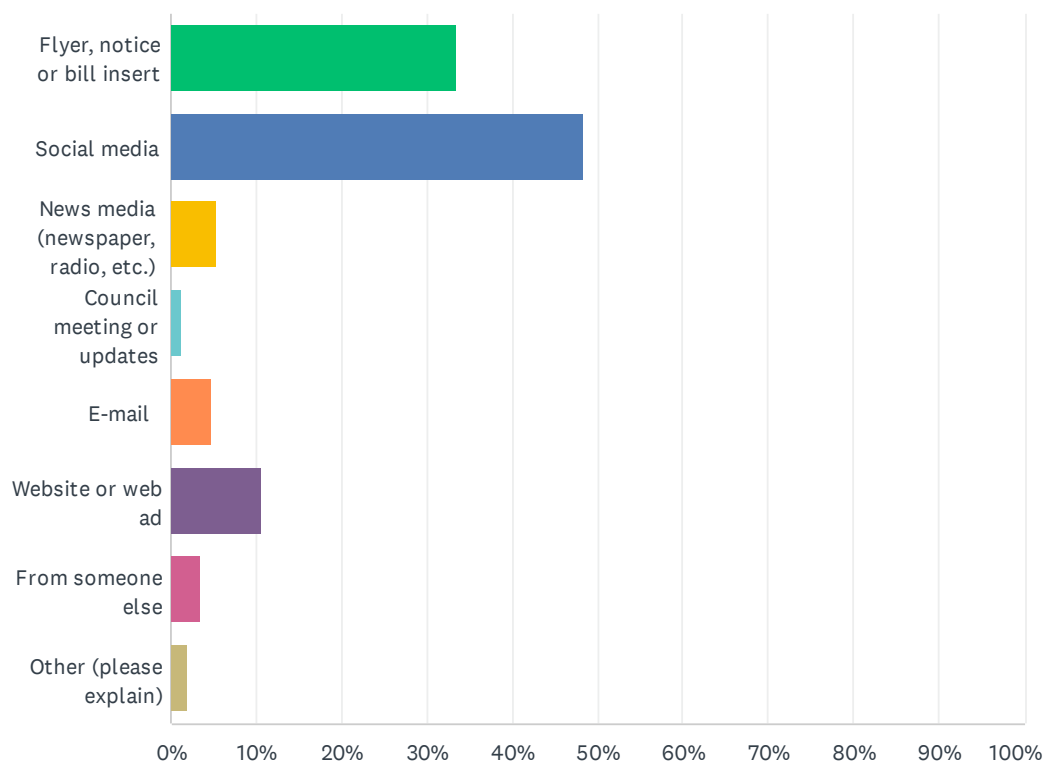
Answered: 149 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18-24	2.01%	3
25-34	11.41%	17
35-44	22.15%	33
45-54	20.81%	31
55-64	22.15%	33
65+	21.48%	32
TOTAL		149

Q4 How did you hear about this survey? Check all that apply.

Answered: 149 Skipped: 0



ANSWER CHOICES	RESPONSES	
Flyer, notice or bill insert	33.56%	50
Social media	48.32%	72
News media (newspaper, radio, etc.)	5.37%	8
Council meeting or updates	1.34%	2
E-mail	4.70%	7
Website or web ad	10.74%	16
From someone else	3.36%	5
Other (please explain)	2.01%	3
Total Respondents: 149		

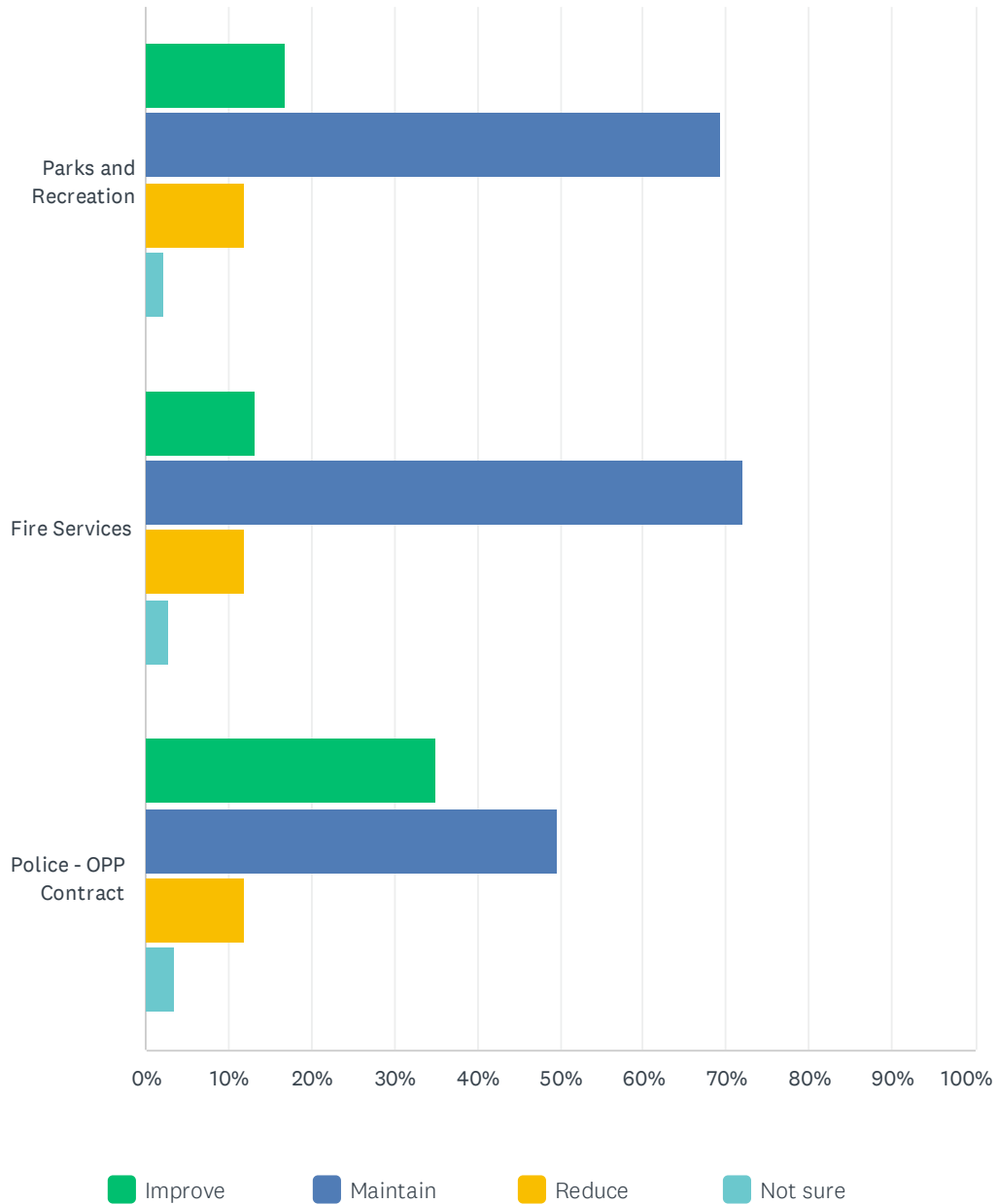
#	OTHER (PLEASE EXPLAIN)	DATE
1	Facebook	8/26/2025 6:37 PM
2	Property mail	8/16/2025 8:44 PM
3	Looking up Oxford County News	6/12/2025 10:37 AM

Q5 The following questions are about services funded through Blandford-Blenheim Township tax dollars and delivered by the Township. For each, you will be given the tax paid per household in 2025* and then asked if the service should be: Improved, even if it means a tax increase Maintained, with only an inflationary increase to taxes Reduce to lower taxes

*Household is based on the average residential MPAC Assessment of \$275,000 Parks and Recreation Approximately \$150 per household in 2025

The Parks and Recreation department provides recreation programs; manages and operates parks and recreation facilities (facilities include community centres, arena, parks, trails); and supports local sport and special event initiatives. The department maintains 4 parks, 6 ball diamonds, 4 playgrounds, 1 arena, 3 community centres, 2 skateboard parks, 2 outdoor sporting pads, 1 recreational trail and 2 splash pads. Fire Services Approximately \$250 per household in 2025 The Fire Department provides fire suppression services, fire prevention programs, training and education related to prevention, detection or extinguishment of fires and emergency rescue services. The Fire Department is comprised of 69 volunteer firefighters, 1 full-time chief, and 1 full-time deputy chief that respond to an average of 233 incidents per year. There are 4 fire stations and 12 vehicles. Police - OPP Contract Approximately \$182 per household in 2025 The Ontario Provincial Police (OPP) provides policing services. The OPP maintains the safety and security of all citizens by reducing or eliminating loss of life and property, maintaining law enforcements, and preserving peace and good order. The OPP responds to approximately 800 calls per year.

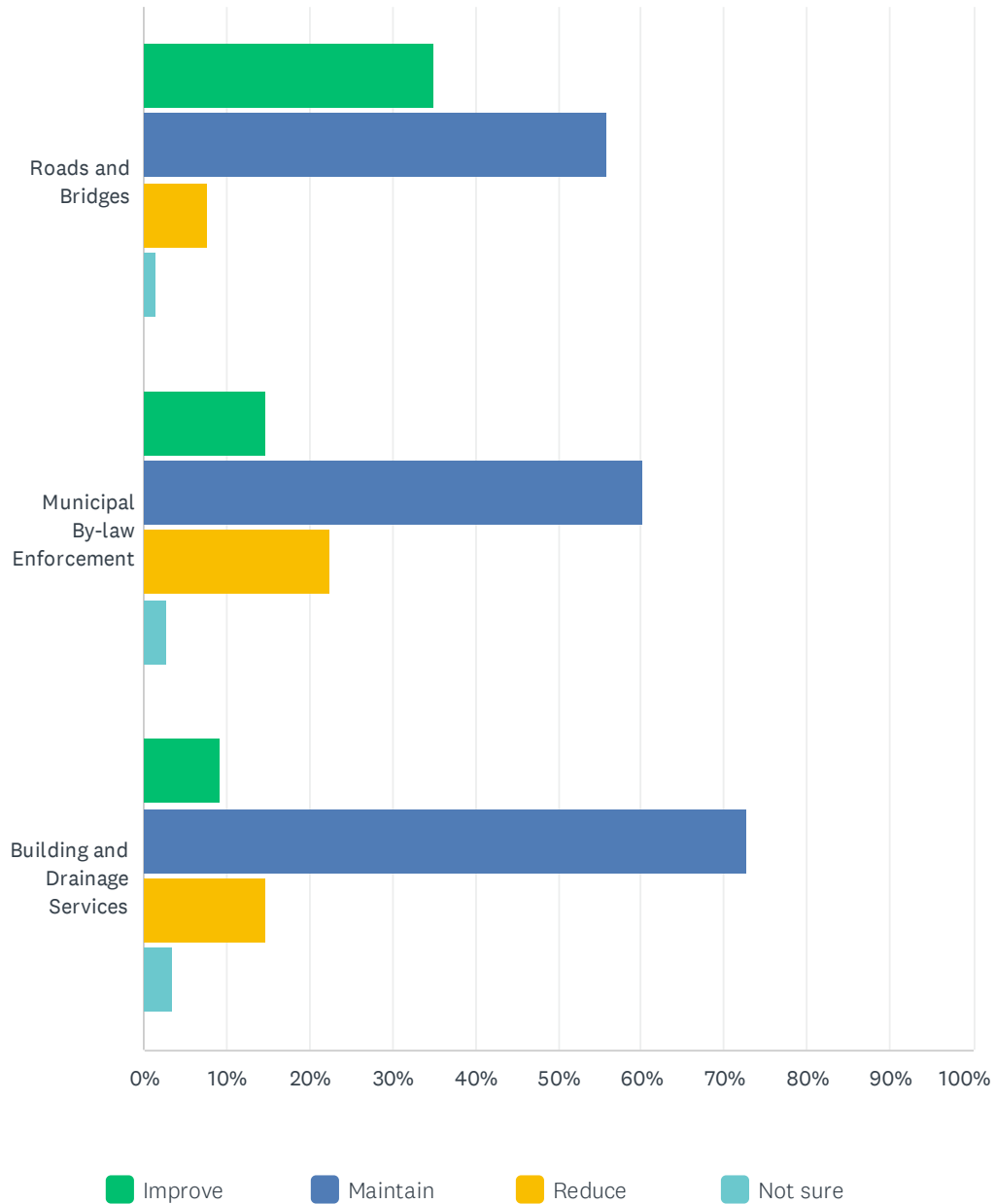
Answered: 143 Skipped: 6



	IMPROVE	MAINTAIN	REDUCE	NOT SURE	TOTAL
Parks and Recreation	16.78% 24	69.23% 99	11.89% 17	2.10% 3	143
Fire Services	13.29% 19	72.03% 103	11.89% 17	2.80% 4	143
Police - OPP Contract	34.97% 50	49.65% 71	11.89% 17	3.50% 5	143

Q6 Should the following services be: Improved, even if it means a tax increase Maintained, with only an inflationary increase to taxes Reduce to lower taxes Roads and Bridges Approximately \$865 per household in 2025 Responsible for maintenance of the township's roadway system, including sidewalk repairs, road repairs, pothole repairs, snowplowing, snow removal, traffic signs, streetlights and traffic signals. Township of Blandford-Blenheim maintains 667 lane kilometers of roads, 75 kilometers of sidewalks and 60 bridge structures/ culverts with span over 3 metres. According to the current Asset Management Plan, the average condition of the roads and bridges are rated as good. Municipal By-law Enforcement Approximately \$9 per household in 2025 The By-law Department enforces numerous regulations involving parking, noise and animal control. The By-law Department is comprised of 1 part-time officer and investigate an average of 24 complaints per year. Building and Drainage Services Approximately \$12 per household in 2025 The Building Department reviews and processes Building permit application in accordance with the Ontario Building Code and obligations of compliance and duty of care to the current and future building occupants. The Building Department is comprised of 1 full-time employee and 1 part-time employee and issues an average of 150 building permits annually. The Township maintains approximately 200 km of closed municipal drains and 90 km of open municipal drains in the rural and urban areas of the Township in accordance with the Ontario Drainage Act. The Drainage Department is comprised of 1 part-time employee.

Answered: 143 Skipped: 6



	IMPROVE	MAINTAIN	REDUCE	NOT SURE	TOTAL
Roads and Bridges	34.97% 50	55.94% 80	7.69% 11	1.40% 2	143
Municipal By-law Enforcement	14.69% 21	60.14% 86	22.38% 32	2.80% 4	143
Building and Drainage Services	9.09% 13	72.73% 104	14.69% 21	3.50% 5	143

Q7 Do you have any feedback or comments about your ratings?

Answered: 134 Skipped: 15

#	RESPONSES	DATE
1	Improvement is always needed. Keeping any increases to tax at a steady and affordable rate will help homeowners avoid or reduce hardships in deciding what to dismiss and what to keep without feeling guilty.	8/29/2025 10:13 PM
2	None	8/28/2025 5:23 PM
3	not really	8/28/2025 4:13 PM
4	would like to maintain current services so as to avoid too big an increase, but do feel that policy and bylaw enforcement needs to be increased	8/28/2025 1:30 PM
5	No	8/28/2025 11:25 AM
6	no	8/28/2025 9:20 AM
7	Too much growth far too quickly. Not enough infrastructure	8/27/2025 9:54 PM
8	N/A	8/27/2025 6:03 AM
9	The roads are awful and need more attention in my opinion	8/27/2025 5:54 AM
10	There is not enough resources to upgrade my property which falls on Grca property Erosion issues are not addressed and the homeowner is responsible for. This should change .	8/26/2025 8:34 PM
11	To much for grass cutting road side	8/26/2025 6:40 PM
12	None	8/26/2025 4:29 PM
13	O	8/26/2025 2:58 PM
14	Every penny seems to be pinched as cost of living soars. We as tax payers expect that our tax dollars are managed as efficiently as possible to avoid waste	8/26/2025 9:51 AM
15	no	8/25/2025 8:50 PM
16	No	8/25/2025 7:41 PM
17	No	8/25/2025 8:43 AM
18	In many of these areas, too much money is spent on administration and expenditures are often too top heavy in this respect	8/25/2025 7:27 AM
19	Cost of water is too high, not enough % of tax goes into education and waste management price is also increasing despite poor service provided so far I.e inconsistent pick up times and no green been program so far (and only coming until 2027)	8/20/2025 10:47 AM
20	no	8/19/2025 7:46 PM
21	Not at this time	8/19/2025 4:42 PM
22	We have experienced a tax increase all 5 years we have lived here. Do not support further increases as there is only so much residents can handle in this economy.	8/19/2025 3:23 PM
23	I would like to see implementation of recreational facilities for the elderly in our community. Park for children is good, however, what is there for people over 65?	8/16/2025 9:04 PM
24	I live in plattsville. I don't have traffic lights and we are last to be plowed. Park is well maintained but my taxes are extremely high and I really don't understand why. Sorry.	8/15/2025 3:06 PM
25	No	8/14/2025 10:56 PM
26	More gravel roads need to be paved	8/14/2025 12:16 AM

2026 Budget survey - Township of Blandford-Blenheim and Oxford County

27	N/a	8/13/2025 11:16 AM	Item 10.e
28	Not enough is being done to protect pedestrians and bicycle riders. Not enough is being to for tree and canopy cover for future generations. There is a lack of commercial retail space for small start-ups -for local people that want to grow a gig economy.	8/13/2025 10:39 PM	
29	Get rid of council they don't do anything for Plattsville	8/13/2025 6:29 PM	
30	Puddicombe Rd & Bridge St needs serious safety improvements, way too many accidents...../ I think rumble strips back a ways from stop sign would be a benefit so people not paying attention over the hill will hit the strips and then notice stop sign	8/13/2025 12:10 PM	
31	No	8/13/2025 12:06 PM	
32	No	8/13/2025 12:05 PM	
33	Cycling lanes increased Pave gravel roads at the entry points as tractors and increased traffic create ruts - that continue to stir up recycled gravel/nails in tires on Motheral Road and Oxford Road 29	8/13/2025 8:49 AM	
34	Na	8/13/2025 7:52 AM	
35	no	8/12/2025 7:15 AM	
36	Start being more efficient. I see the gravel grader operator being picked up for coffee breaks. It's a high waste of time and resources. I'm sure there many other things that could be improved	8/11/2025 12:49 PM	
37	No return calls from the drainage department, gravel grader grades before rain	8/11/2025 12:49 PM	
38	I don't ever see police in our area so cut from that for sure. Bylaw? I didn't even know that existed. I've never seen a single bylaw officer proactively patrolling or anything, we've got cars all over no parking zones all the time, if the bylaw officer isn't doing checks, then those signs are useless, take them down, reduce bylaw funding. Need to improve funding on parks and rec, we need some community pools, better sports programming, better maintenance of existing facilities.	8/11/2025 9:24 AM	
39	do more community outreach. folks would be interested in getting involved, especially if we are working to keep our taxes steady while at the same time continuously improving our communities as a community. Contract out work as much as possible to local community businesses or volunteer opportunities. let's do better together!	8/11/2025 8:05 AM	
40	no	8/10/2025 7:33 PM	
41	No	8/10/2025 8:22 AM	
42	Would really like to have a focus on starting to pave or tar/chip rural gravel roads. Many other municipalities have done this, and I believe studies show they end up being cheaper to maintain.	8/10/2025 8:16 AM	
43	Install sewage lines in roads for household sewage Open school back up in Princeton	8/9/2025 10:20 PM	
44	No	8/9/2025 6:52 PM	
45	My taxes for 2025 are now 25% higher than 2021. The increase in taxes has been significantly higher than inflation for 4 years running now and our service level has not improved. I am on a fixed income and cannot afford to continue paying these inflationary increases. Why???	8/9/2025 1:45 PM	
46	no	8/9/2025 10:39 AM	
47	It is nice to see the parks getting more upgrades, lets keep doing that.	8/9/2025 9:53 AM	
48	N/A	8/8/2025 10:20 PM	
49	many sideroads should have improved maintenance and gravel roads with significant traffic should be paved	8/8/2025 3:15 PM	
50	No	8/8/2025 2:52 PM	
51	I would like to see more visual OPP presence in our township	8/8/2025 1:42 PM	
52	Water quality is very poor and need improvement rather than the unnecessary speed reduction	8/7/2025 7:28 PM	

road work was completed.

53	No	8/7/2025 6:01 PM
54	No	8/7/2025 2:52 PM
55	No	8/7/2025 11:27 AM
56	no	8/7/2025 8:37 AM
57	no comments	8/6/2025 7:59 PM
58	.	8/6/2025 6:04 PM
59	Would like to have green bin service. Just saw it's coming but not until 2027. Believe we can divert a lot of waste and should accelerate bringing the program.	8/6/2025 4:34 PM
60	Our gravel roads are horrible!! start paving them	8/6/2025 4:32 PM
61	Not at the moment	8/6/2025 2:12 PM
62	The city doesn't maintain fallen or dead trees on properties along highway two	8/6/2025 1:38 PM
63	N/A	8/6/2025 11:24 AM
64	N	8/5/2025 9:32 PM
65	Our property taxes have gone up 10.3% in 2025 and 25% since 2022. We dont benefit from most of the services provided by the township. We clear and maintain a neat property, trim roadside trees, clear roadways when not done by township in timely manner, trim roadside ditch grass not cut by township. We invest in our property which is more than we can say about neighboring homes and we are seeing increases that are not reasonable and quite frankly sad and disappointing.	8/5/2025 8:15 PM
66	- excellent service from the Township regarding snow removal on Road 10, and tree cleanup.... I called about a tree on the road and a crew was here within 20 minutes!!!!	8/5/2025 7:38 PM
67	No	8/5/2025 5:44 PM
68	No	8/5/2025 5:33 PM
69	Don't waste money on EV charging stations, people how own a EV vehicle should provide for themselves. The By-law officer needs to look around the village of Drumbo and have properties with weeds told to clean-up their properties or twp. employees clean up and owner sent a bill.	8/5/2025 2:31 PM
70	No	8/5/2025 1:52 PM
71	no	8/5/2025 12:51 PM
72	I said improve to roads and bridges BUT only if the money is spent wisely. (e.g. the recently added "traffic calming" in Plattsville at Albert St & Hofstetter is not effective at slowing traffic. That money would have been better spent fixing the sidewalks in the old section of town as they are in such poor shape that they are hazardous)	8/5/2025 10:40 AM
73	No	7/30/2025 10:57 AM
74	N/A	7/28/2025 12:18 PM
75	No	7/25/2025 8:25 PM
76	No	7/22/2025 8:56 PM
77	No	7/22/2025 5:34 PM
78	The MPaC average assessment is too low and causes real value homes with current values to have an artificially inflated tax rate.	7/22/2025 3:00 PM
79	N/A	7/22/2025 9:08 AM
80	Pave more roads	7/21/2025 10:41 PM
81	No	7/21/2025 7:07 PM
82	No	7/21/2025 7:05 PM

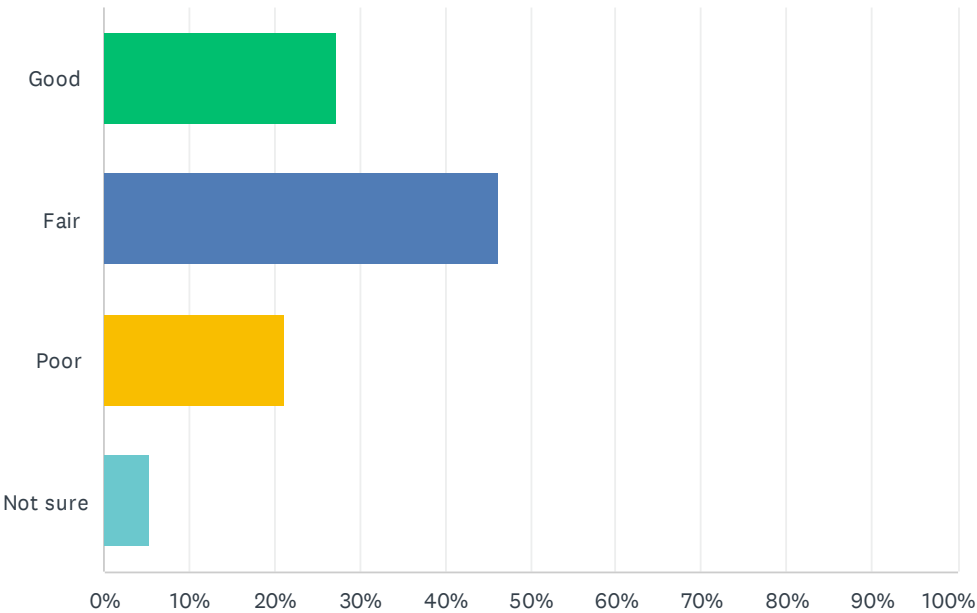
83	I selected "improve" for parks and recreation. Continue to improve the Drumbo park specifically. Turf instead of stones would be great around the playgrounds. More playground structures for smaller children would be great too. Additional benches and picnic tables.	7/21/2025 6:31 PM
84	No	7/21/2025 5:10 PM
85	Bridges are unsafe, roadwork sucks and so do train tracks	7/21/2025 4:08 PM
86	No	7/21/2025 4:03 PM
87	No	7/21/2025 4:03 PM
88	-	7/18/2025 12:09 PM
89	Overall happy with services, there should be OPP located in Drumbo	7/11/2025 1:09 AM
90	No	7/9/2025 8:13 PM
91	Gravel roads could be better maintained. The twp could start doing tar/gravel to improve roads.	7/9/2025 12:19 PM
92	Bylaws officer never seen in two. They should be patrolling and using their own eyes instead of waiting for a complaint!! Too many homes/businesses in Drumbo are unkept long weeds or vacant for years. One building by the bank in Drumbo is disgusting and looks unsafe, as well as homes in that area. Downtown needs empty buildings filled. Let's improve the downtown and offer more NECESSITIES.	7/9/2025 8:47 AM
93	I can't wait to retire and get away from this shithole Oxford County has become.	7/7/2025 4:01 PM
94	no	7/2/2025 10:03 AM
95	No	7/1/2025 8:58 AM
96	N/a	7/1/2025 6:14 AM
97	Why do we need 2 fire chiefs?	6/30/2025 9:45 PM
98	I would like to see more money spent on infrastructure but not wasted like the money on the Plattsville calming project, which was a complete waste of money.	6/30/2025 8:20 PM
99	I think things are pretty good other than the money wasted this year on the Plattsville "calming" on Albert Street that did absolutely nothing to slow any traffic when a stop sign or speed bumps would have helped.	6/30/2025 8:04 PM
100	How can MPAC even know or understand the needs in this community	6/30/2025 7:27 PM
101	No	6/30/2025 12:30 PM
102	No	6/30/2025 12:07 PM
103	going up	6/25/2025 11:40 AM
104	By-law does not really enforce much in the smaller communities. Residents won't complain about a neighbour for fear of being called out or worse.	6/23/2025 9:52 AM
105	No	6/22/2025 7:53 PM
106	Did not see any major improvement in town	6/21/2025 2:45 PM
107	Bylaws are sorely under enforced, and need to be better. Would love to see the roads without sidewalks better plowed and maintained in the winter for pedestrian traffic as well.	6/17/2025 4:30 PM
108	No	6/17/2025 12:50 PM
109	We have 2 potholes on our sidewalk that have never been fixed since I moved in in 2020.. and we pay taxes for this.	6/17/2025 9:47 AM
110	Please provide leaf collection in some way! It is very hard to get rid of branches, leaves and such when you don't own a truck and have to drive 10 minutes to Drumbo. The trees are mature in this county and a means of getting rid of them would be very helpful. Thank you. Please pass this suggestion along to the correction person. Thank you.	6/16/2025 9:23 PM
111	Snow plows on roads in town are so rare during the winter it is hard to get off the streets to go to work. Hoffstader road was terrible this winter with more vehicles in the ditch than I've seen	6/16/2025 8:40 PM

the whole time I've lived here. Increased police presence at night. Park services is awesome.

112	We do not have enough police presence and our roads are horrible. More should be done to improve our roads. Garbage should not be a tag system. Just raise the taxes \$50 per house and get rid of the stupid garbage tags.	6/16/2025 7:50 PM
113	No	6/16/2025 7:17 PM
114	No	6/16/2025 2:23 PM
115	I would actually like to see the township workers do some work. Not just driving township vehicles around town to their homes or napping in the cemetery.	6/16/2025 2:11 PM
116	Increased police services and roads and bridges open and maintained are import	6/16/2025 2:07 PM
117	No	6/15/2025 6:21 PM
118	No comment	6/15/2025 9:15 AM
119	Vvv	6/14/2025 5:14 PM
120	Please get more gravel roads paved , this is a big issue with me and others on our roads, either dirt or mud	6/13/2025 5:48 PM
121	the value received is ok but the efficiency is poor i see many trucks just driving around and job sites with far too many crew	6/13/2025 10:20 AM
122	No	6/13/2025 8:21 AM
123	I understand that taxes have to be shared even if you don't use the service provided. Kind of an overall book of taxes but feel that residents that have paid into the taxes for years and years should have some kinda break. More housing? More affordable housing More incentive for businesses to levitate the taxes?	6/12/2025 11:42 PM
124	I think the township does a really good job of controlling expenses and I am happy with the rates we pay and the support we receive. And I am not on council or related to anyone who is!	6/12/2025 10:12 PM
125	No	6/12/2025 8:21 PM
126	No.	6/12/2025 8:02 PM
127	No	6/12/2025 6:47 PM
128	Roads are the worst in this area, there have been roads closed due to bridges for well over 2 yrs. FIX THEM!	6/12/2025 2:48 PM
129	I would like to add that (and I believe I am speaking on the majority of citizens within Bright specifically), that we do NOT want any more building within the small town. I know multiple estate homes were built behind Charles ST, however, we moved to this town to escape the stress, crime, and business of a City. PLEASE do not add more housing occupancy to Bright. We cannot lose small towns to the prospect of building and earning more property taxes. Please please please continue to prioritize keeping our small towns as small towns. The more houses we add, the bigger the population grows, more demand on services, demand on our already dated water facilities, more crime, and more unhappy citizens. I think this small town is functioning perfectly and I have no complaints about the way our town is Serviced either. PLEASE don't allow any more building in Bright. Let's cherish our small towns and keep these communities from dying off to larger towns which turns into Cities. Plattsville is already becoming quilte built up and has lost the small-town status for lack of better words. Please don't let that happen to Bright. Thank-you!	6/12/2025 10:37 AM
130	Police are not aggressive enough in stopping speeding drivers	6/12/2025 8:55 AM
131	N/a	6/11/2025 11:34 PM
132	Policing, By-Law and Roads (snowplowing) has not kept up with greater population and increase use	6/11/2025 8:24 PM
133	Doesn't seem like much of my tax dollars are being used for the improvements that it is supposed to be funding in my area. My taxes are double what you listed below yet my property is not double of the value amount you listed. Doesn't make sense.	6/11/2025 8:20 PM
134	No	6/11/2025 7:32 PM

Q8 In 2025, the Blandford-Blenheim Township share of municipal taxes for an MPAC-assessed average residential property of \$275,000 is \$1,462.*How would you rate the overall value received from your Blandford-Blenheim Township tax dollars?* This does not include the part of your municipal tax bill that is paid to Oxford County and to your preferred Ontario school board.

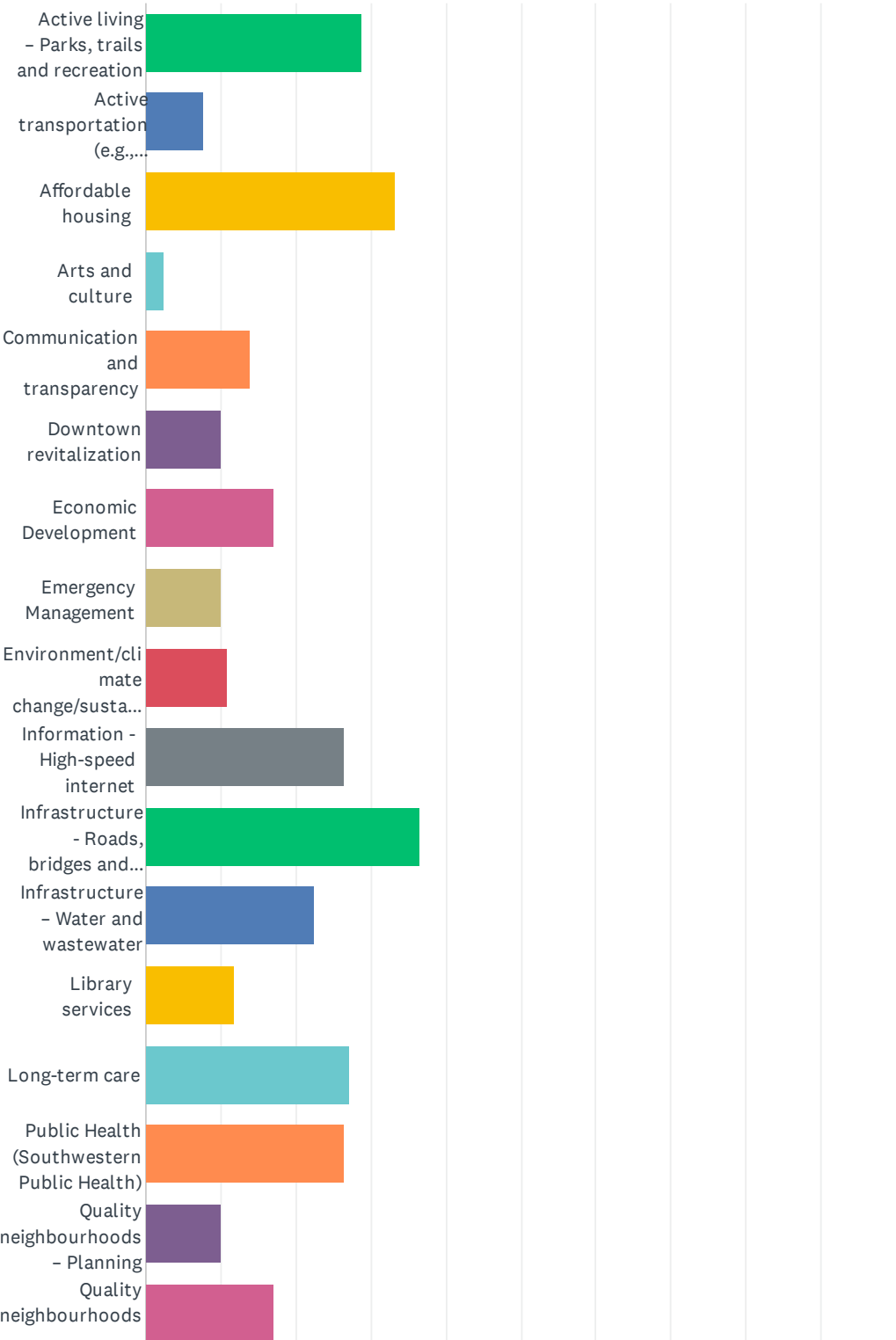
Answered: 132 Skipped: 17

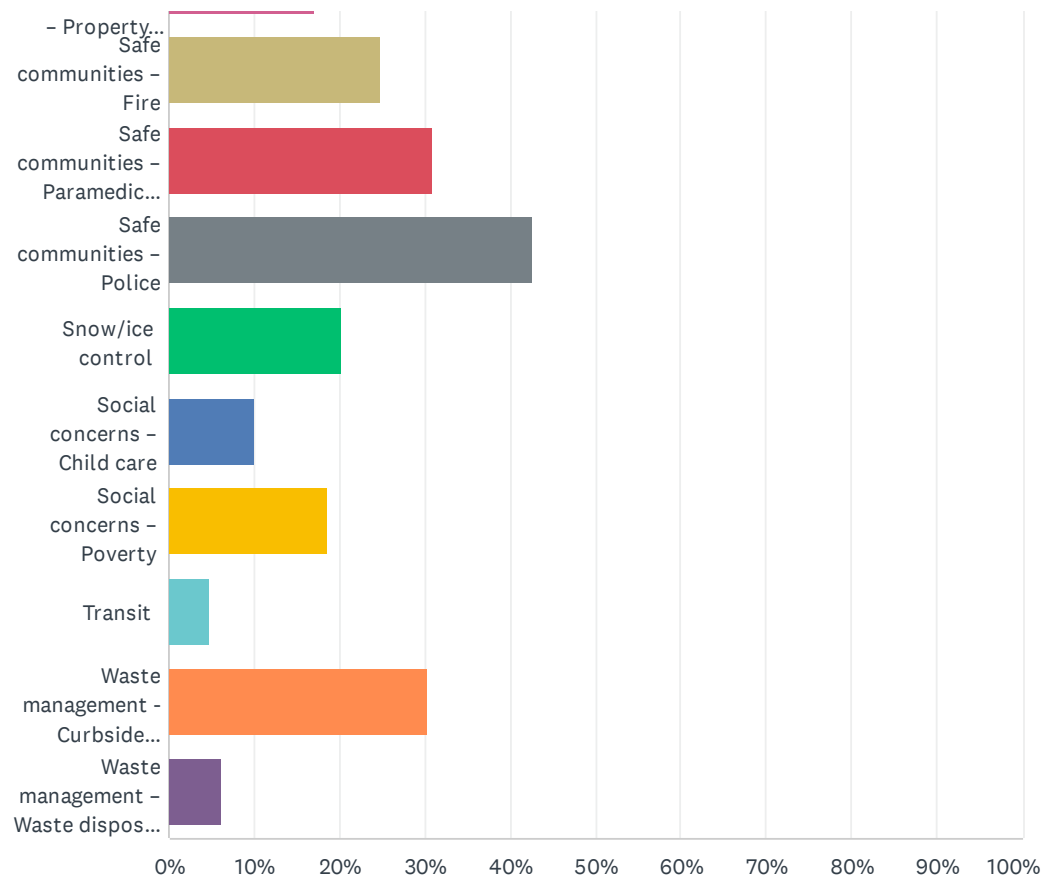


ANSWER CHOICES	RESPONSES	
Good	27.27%	36
Fair	46.21%	61
Poor	21.21%	28
Not sure	5.30%	7
TOTAL		132

Q16 Other comments and suggestionsNow it’s your chance to provide additional information relevant to building next year’s budget. What would you say are the Top 5 priorities for your community right now? Please select 5.

Answered: 129 Skipped: 20





ANSWER CHOICES	RESPONSES	
Active living – Parks, trails and recreation	28.68%	37
Active transportation (e.g., pedestrian and cycling infrastructure)	7.75%	10
Affordable housing	33.33%	43
Arts and culture	2.33%	3
Communication and transparency	13.95%	18
Downtown revitalization	10.08%	13
Economic Development	17.05%	22
Emergency Management	10.08%	13
Environment/climate change/sustainability	10.85%	14
Information - High-speed internet	26.36%	34
Infrastructure - Roads, bridges and stormwater	36.43%	47
Infrastructure – Water and wastewater	22.48%	29
Library services	11.63%	15
Long-term care	27.13%	35
Public Health (Southwestern Public Health)	26.36%	34
Quality neighbourhoods – Planning	10.08%	13
Quality neighbourhoods – Property standards and by-law	17.05%	22
Safe communities – Fire	24.81%	32
Safe communities – Paramedic Services	31.01%	40
Safe communities – Police	42.64%	55
Snow/ice control	20.16%	26
Social concerns – Child care	10.08%	13
Social concerns – Poverty	18.60%	24
Transit	4.65%	6
Waste management - Curbside collection (garbage and new organics program in 2026-2027)	30.23%	39
Waste management – Waste disposal (Landfill)	6.20%	8
Total Respondents: 129		

Q17 Are there any further comments or suggestions you would like us to consider for either Blandford-Blenheim Township or Oxford County's 2026 budget?

Answered: 55 Skipped: 94

#	RESPONSES	DATE
1	no	8/28/2025 9:26 AM
2	Slow down and stop overdeveloping small communities. We moved to the country to get away from the city. Stop bringing the city to the country. Develop larger communities first before using up farmland and ruining small town life. Stop the greedy developers.	8/27/2025 10:01 PM
3	To many county trucks and to much grass road side cutting, and grading	8/26/2025 6:47 PM
4	Garbage bag tags. 1st bag should be free. Additional bags need tags.	8/26/2025 4:32 PM
5	No	8/26/2025 3:02 PM
6	Just that decision makers think of tax dollars as there own and spend only on necessities as time remain hard and cost of living is out of control. We expect each department to be accountable for each tax dollar. It is not free money! Someone has worked hard for it.	8/26/2025 10:10 AM
7	High speed Internet access for everyone. Not starlink.	8/25/2025 7:51 PM
8	Paved shoulder on hwy 19 so you can ride bikes to town Stop lights at Ostrander road and Hwy 19. (accidents waiting to happen) Reduce speed between Ostrander and Tillsonburg	8/19/2025 7:51 PM
9	no	8/19/2025 3:29 PM
10	As our community ages, we need affordable transportation in our area so they can get around, doctors, shopping and recreation. If one does drive one cannot leave one's home.	8/16/2025 9:17 PM
11	Replace aging bridges	8/14/2025 12:38 AM
12	Links don't work, Council doesn't look out for Plattsville because they are only doing what the county or province says, so why have council?	8/13/2025 6:35 PM
13	No	8/13/2025 12:09 PM
14	Strong supporter of recreation and cultural activities that build a strong community Spray park in Princeton Cycling trails that connect to Transcanada trails	8/13/2025 8:55 AM
15	I find the Townships website hard to find information using the search functions. Council meetings are hard to hear on youtube.	8/12/2025 7:25 AM
16	no	8/10/2025 7:41 PM
17	No	8/10/2025 8:34 AM
18	Put garbage cans and pick up around Drumbo	8/10/2025 8:19 AM
19	Install sewage lines in roads for household sewage Open school back up in Princeton	8/9/2025 10:23 PM
20	Re: affordable housing, there needs to be a way to follow up and support residents with maintenance and upkeep to keep property from looking derelict. We appreciate the opportunity to provide input and feedback.	8/9/2025 7:19 PM
21	Keep tax increases in line with CPI instead of gouging taxpayers with inflationary increases every year, something thats been going on now for four years in a row. This is unsustainable.	8/9/2025 1:52 PM
22	no	8/7/2025 8:42 AM
23	I continue to be impressed with the parks and amenities available in plattsville (eg. Arena, splash pad, sports pad, tennis courts, ball diamond, park etc.)	8/6/2025 4:39 PM

2026 Budget survey - Township of Blandford-Blenheim and Oxford County

Item 10.e

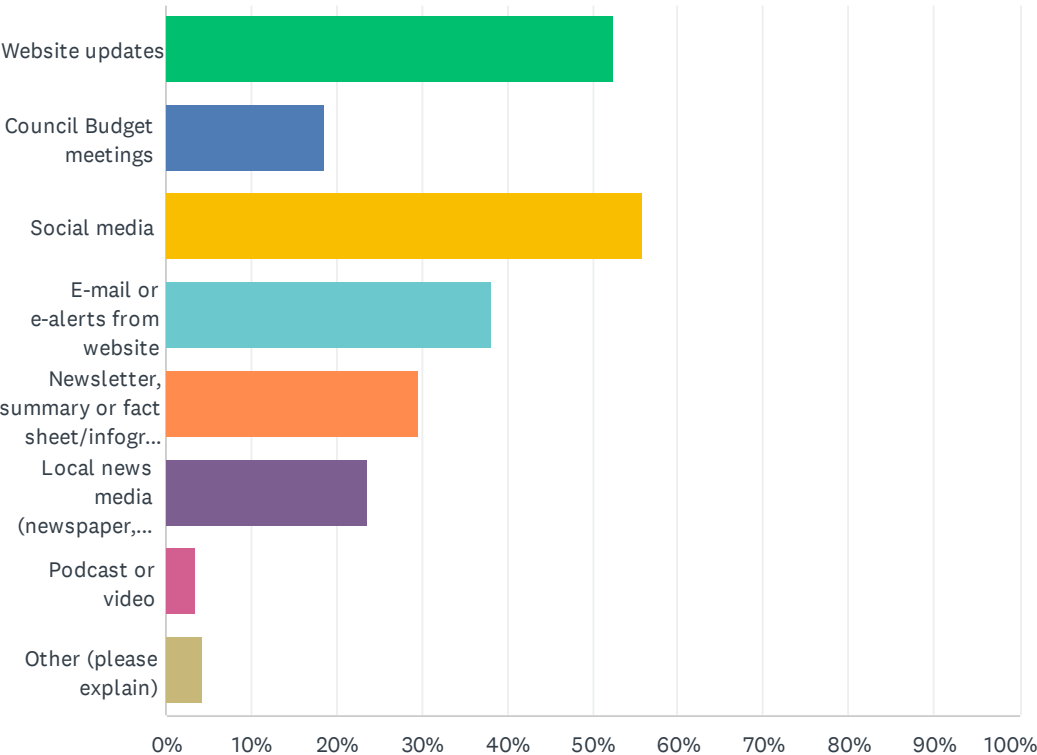
24	Maintenance on highway two the amount of dead trees and brush that needs to be cleared is insane and no one has done anything about it for the last five years that we have lived here	8/6/2025 1:43 PM
25	I would like to opt out of the organics program. I live in the country so I don't need it and won't use it.	8/5/2025 5:49 PM
26	No	8/5/2025 5:36 PM
27	get rid of the twp offices, most of employees and the mayors as county makes the final decisions any way. Cancel the EV charging sites slated to be put in around the twps.	8/5/2025 2:40 PM
28	No	7/25/2025 8:25 PM
29	More business. Need to bring in more to keep taxes at bay	7/22/2025 5:34 PM
30	Be accountable to tax payers.	7/22/2025 3:00 PM
31	Pave more roads	7/21/2025 10:41 PM
32	No	7/21/2025 7:07 PM
33	No	7/21/2025 4:03 PM
34	-	7/18/2025 12:09 PM
35	Stop hiring extra people. More people should be multi tasking. Their work does not justify huge salaries. Especially bylaws department when you can see that nothing is being done about vacant buildings, long weeds, unkempt properties. Some vacant buildings have rats in them now. Neighbours and others hesitate to complain due to lack of confidentiality. Visitors to Drumbo often exclaim, why are there so many unkept and disgusting properties!	7/9/2025 8:47 AM
36	no	7/2/2025 10:03 AM
37	No	7/1/2025 6:14 AM
38	No	6/30/2025 12:30 PM
39	I am concerned that the salaries for BB Township employees are significantly higher than the average household income. In this time of increasing poverty and homelessness it behooves decision makers to give serious consideration to this aspect of the budget.	6/30/2025 12:07 PM
40	water needs an overhaul, its very bad	6/25/2025 11:40 AM
41	Needs more lights in town Need pedestrians safe crosswalk with lights activated for students going to school even for after school activities Need more streetlights to limit crime during night times	6/21/2025 2:45 PM
42	Cap the water & sewer fees as well as the garbage fees.	6/17/2025 4:30 PM
43	No	6/17/2025 12:50 PM
44	Get rid of the garbage tags and stop looping in the smaller communities with Woodstock. Woodstock has its own issues that does not affect the smaller communities.	6/16/2025 7:50 PM
45	No	6/16/2025 7:17 PM
46	I understand that our township is not required to have a CAO because of the population size, so why do we need one? The salary alone would be a great savings.	6/16/2025 2:23 PM
47	Tax increases are unavoidable and as a long term homeowner I'm ok with increases when those services are reflected. Tough to keep seeing Plattsville only have housing growth a larger bedroom community we've stayed here for 16 years hoping to see growth in amenities and the water! The main reasons we will likely leave	6/16/2025 2:07 PM
48	look for efficiencies and stay at or below the cost of living	6/13/2025 10:20 AM
49	No	6/13/2025 8:21 AM
50	We need to grow in many areas only if it will help in the reduction or keeping taxes at bay. Keep people coming to our community. We need maple grove to expand for people that have lived in the community so long and want to stay. We need more affordable housing. The more options we have the more monies will be put into our two. I have never had. Problem with our	6/12/2025 11:42 PM

emergency section of ambulance or fire. Policing is another story. We need the station back here. Would that cut costs. With a small town of ours circumstances are not as huge as a bigger city. Time factor in their response is not as good as it was. Ingersoll is too far for response time. Central location for the small communities. We want people to stay. Not defer them from us. Drumbo is detour city. We are close to major highways. Water and sewer should have been calculated for growth and not burdened on people who have lived most of their lives here. Bringing in more taxes should lessen the burden on the faithful business and faithful people who have supported the township for years. And those people should be looked upon and reassessed accordingly. It's hard in our times. Hard with our economy the way it is but something can and should be done. Don't drown us

51	No	6/12/2025 8:21 PM
52	Police need to target the aggressive, speeding and dangerous drivers. The amount of unnecessary transport trucks that are speeding through Drumbo is NOT being stopped. Why are there never police on Oxford Road 29 during the hours of 5am to 9am and 3pm to 7pm when most of the nonsense is taking place???	6/12/2025 8:55 AM
53	N/a	6/11/2025 11:34 PM
54	Let's hope not another tax increase for everyone	6/11/2025 8:20 PM
55	Just to reiterate the importance of a good sustainable water supply for Bright.	6/11/2025 7:32 PM

Q18 In addition to this survey, there are other ways to learn more and have a say on the budget process. How would you like to be informed about the Oxford County and/or the Township of Blandford-Blenheim budgets? Select all that apply.

Answered: 118 Skipped: 31



ANSWER CHOICES		RESPONSES	
Website updates		52.54%	62
Council Budget meetings		18.64%	22
Social media		55.93%	66
E-mail or e-alerts from website		38.14%	45
Newsletter, summary or fact sheet/infographic		29.66%	35
Local news media (newspaper, radio)		23.73%	28
Podcast or video		3.39%	4
Other (please explain)		4.24%	5
Total Respondents: 118			

#	OTHER (PLEASE EXPLAIN)	DATE
1	Mail	8/29/2025 10:19 PM

2	Mail	8/25/2025 7:51 PM
3	Town Hall meetings	8/16/2025 9:17 PM
4	One that way works	8/13/2025 6:35 PM
5	make finding information more efficient in search engine on website	8/12/2025 7:25 AM

Q19 How would you rate this survey?

Answered: 91 Skipped: 58

3.9★
average rating



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	3.30% 3	1.10% 1	19.78% 18	50.55% 46	25.27% 23	91	3.93



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Kevin Brandt, Deputy Clerk/Communications Coordinator

Reviewed by: Sarah Matheson, Director of Corporate Services/Clerk

Date: September 19, 2025

Council Meeting Date: October 1, 2025

Report Title: Installation of Third Flag Pole

Report No.: DC-25-13

Recommendation:

That Report DC-25-13 be received for information; and,

That Council direct staff to include \$4,300 in a future budget cycle for the purchase and installation of a third flag pole at the Township Administration Office; and further,

That Council adopt the Flag Protocol Policy revision, to include the installation of a third flag pole, as attached to Report DC-25-13.

Executive Summary:

This report recommends installing a third flag pole at the Township Administration Office and amending the Flag Protocol Policy to permanently fly the Canadian and Ontario flags, reserving the third pole for community recognition. The estimated cost is \$4,300, to be included in a future budget. This change enhances civic pride, supports community engagement, and aligns with Council's 2025–2028 Strategic Plan priorities for an engaged, inclusive, and informed community.

Background:

The Township's Flag Protocol Policy currently outlines the guidelines for flying flags on municipal property. At present, the Township Administration Office is equipped with two flag poles, which are used to display the Canadian flag and either the Ontario flag or an approved community or

organizational flag. This configuration limits the Township's ability to display both the Canadian and Ontario flags at the same time while also recognizing community initiatives or organizations of significance. On August 6, 2025, Councillor Barnes submitted a notice of motion directing staff to assess the costs and prepare a draft amendment to the policy, which was adopted by Council:

WHEREAS the Township's current Flag Protocol Policy provides guidelines for the flying of flags on municipal property; and,

WHEREAS the existing layout accommodates only two flag poles, which display the Canadian Flag and either the Ontario Flag or a flag recognizing a community event or organization; and,

WHEREAS the lack of a third flag pole limits the Township's ability to consistently fly both the Canadian and Ontario flags while also celebrating local achievements or recognizing organizations of significance in accordance with the Policy;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a staff report and draft amendment to the Flag Protocol Policy that includes:

- An assessment of the estimated costs of installing a third flag pole at the Township Office location; and,
- A draft policy amendment to enable permanent flying of both the Canadian and Ontario flags, with the third flag pole reserved for:
 - o Celebrating community initiatives;
 - o Increasing public awareness of Township programs and activities;
 - o Acknowledging organizations that have achieved national or international distinction or made significant contributions to the community; or
 - o Recognizing organizations that have enhanced the Township in a positive manner;

AND THAT staff be directed to prepare a report for Council consideration at a future meeting.

Analysis & Discussion:

A supplier has provided a quote of approximately \$4,300 to deliver and install a new flag pole at the Administration Office. This estimate includes all labour, materials, and equipment required for the project. At present, there are no funds allocated for this expense in the 2025 operating budget. Should Council wish to proceed, funding would need to be incorporated into a future budget cycle, such as the 2026 capital or operating budget.

Staff also recommend preparing a future report to amend the Flag Protocol Policy. The proposed amendment would ensure that both the Canadian and Ontario flags are permanently flown at the Township Administration Office. The third flag pole would be reserved for specific purposes, including celebrating community initiatives, increasing public awareness of Township programs and activities, acknowledging organizations that have achieved national or international distinction or made significant contributions to the community, and recognizing organizations that have positively enhanced the Township.

The installation of a third flag pole and corresponding policy update would bring several benefits. It would enhance civic pride and foster greater community engagement, while also providing the flexibility to honour local organizations without displacing the Canadian or Ontario flags. Furthermore, this approach aligns with best practices followed by neighbouring municipalities.

Strategic Priorities:

This report directly aligns with Council's adopted Strategic Plan (2025–2028) and its commitment to fostering a connected, inclusive, and informed community.

- **Engaged & Informed Community** – Supports transparency and community pride.
- **Community Well-Being & Inclusivity** – Recognizes local achievements and promotes inclusivity through visible symbols of recognition.

Financial Considerations:

The estimated cost for the installation, including labour, materials, and equipment, is \$4,300. As there is no current funding available in the 2025 budget, this expense would need to be considered during the 2026 budget deliberations or included in a future budget cycle.

Respectfully submitted by:

Kevin Brandt
Deputy Clerk/Communications Coordinator

Appendix:

Flag Protocol Policy - Revised

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Clerk	Effective:	September 21, 2016
Subject:	Flag Protocol Policy	Policy Number:	
Approved by:			
Resolution Number:			
Date of Review:	Review Number:	Change:	Reference Section:
October 6, 2021	1	Approved Flags & Flags for Proclamations	
May 17, 2023	2	Flying Flags on the Community Flag Pole	
March 19, 2025	3	Clarification of half-masting, Duration of Flying Flags on the Community Flag Pole	
October 1, 2025	4	Installation of Third Flag Pole	

PURPOSE:

The purpose of this policy is to establish a standardized protocol for the flying of flags at Township of Blandford-Blenheim municipal facilities.

DETAILS:

Application:

This policy applies to all flags flown at Blandford-Blenheim municipal facilities.

General Flag Protocol – Approved Flags

Flags approved to be flown on Township owned properties are:

- the National flag of Canada;
- the Township of Blandford-Blenheim official flag;
- the official flag for the Province of Ontario

The Chief Administrative Officer may approve the raising of the following flags on municipal flagpoles:

All flags shall be maintained in good condition and repaired or replaced at any sign of damage or discoloration. When a flag is no longer in a suitable condition for use, it should be destroyed in a dignified way.

Protocol for Flying Flags at Half-Mast

The Township's protocol for flying a flag a half-mast will be:

For Periods of Official Mourning

Flags will be flown at half-mast to mark periods of official mourning upon the death of:

- The Sovereign and members of the Royal Family;
- The Governor General of Canada, or a former Governor General;
- The Prime Minister of Canada, or a former Prime Minister;
- The Lieutenant Governor of Ontario;
- The Premier of Ontario;
- A Federal Member of Parliament in Oxford County;
- A Provincial Member of Parliament in Oxford County;
- The Mayor of the Township of Blandford-Blenheim, or a former Mayor;
- A Member of the Township of Blandford-Blenheim Council, or a former Member of Council;
- The Oxford County Warden, or a former Warden;
- A current employee of the Township of Blandford-Blenheim;
- A Firefighter with the Township of Blandford-Blenheim who dies in the line of duty;
- An Oxford County Ontario Provincial Police Officer who dies in the line of duty;
- A resident of the Township of Blandford-Blenheim, who is a member of the Canadian Armed Forces, who dies in the line of duty.

All corporate flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol office. In the case of other persons, all corporate flags will be flown at half-mast from the date the notice of death is received, up to and including the day of the funeral. If there is no funeral, then all corporate flags will be flown at half-mast for a period of time determined by the Chief Administrative Officer.

All corporate flags will be flown at half-mast annually to commemorate Remembrance Day (November 11). All corporate flags will also be flown at half-mast for other periods of official mourning and solemn occasions that are in keeping with the general principals of this policy, and as approved by the Chief Administrative Officer or designate.

Proclamations

Flag Flying on the Community Flag Pole

A third flag pole has been installed at the Township Administration Office to enhance community engagement and civic pride. This third flag pole, designated as the Community Flag Pole, may be used for celebrating local community initiatives or events, increasing public awareness of Township programs and activities, acknowledging organizations or individuals that have achieved national or international distinction or made significant contributions to the community, and recognizing organizations that have enhanced the Township in a positive manner. The Canadian and Ontario flags will remain permanently flown on their respective poles, ensuring they are not displaced by temporary displays.

In the event of a visit by a dignitary to the Township of Blandford-Blenheim, the Township may fly a flag representing that dignitary. The flying of a flag to mark the dignitary's visit will be made only after consulting with an appropriate protocol officer responsible for coordinating the visit. Flags may be raised in recognition of visiting dignitaries at the discretion of the Mayor or Chief Administrative Officer (CAO).

Township Council authorizes decisions regarding the flying of flags by special permission at the Community Flag Pole to be made at the discretion of the CAO.

Requests for the raising and displaying of flags may be approved for:

- Community service, charitable or not-for profit organizations and/or public awareness campaigns;
- To support fund-raising activities;
- Celebrate achievement;
- Celebrate multi-cultural and civic events;
- Promote Diversity and Inclusion;
- Improve public awareness of programs and/or activities;
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community;
- An organization that has helped to enhance the Township in a positive

manner Requests will not be approved where the flag flying relates to:

- Celebrations, campaigns or events with no direct relationship to the Township of Blandford-Blenheim;
- Celebrations, campaigns or events intended for profit making purposes;
- Celebrations, campaigns or events intended to defame the integrity of the Township;
- Celebrations, campaigns or events deemed inappropriate by the Mayor or CAO;
- Attempting to influence government policy; or
- The Township will not fly the flag of a group or organization whose undertakings or

espouse hatred, violence, prejudice or racism, or are politically or religiously motivated or represent other individual conviction.

All requests for flag flying should be made to the CAO a minimum of four (4) weeks prior to the requested date, in writing, and include the following information:

- Name of the requesting organization or individual;
- Contact information (phone, email, etc.);
- Details of requested event or occasion including date(s);
- Explanation of the purpose of the event or occasion;
- Picture of the flag to be flown;
- Description of the applicant organization or individual including a brief history, and any other relevant information.

The CAO will determine the timing and duration of flags requested to be flown on the community-designated pole. The maximum duration for any flag to be flown shall be one (1) week, unless the applicant can demonstrate that the initiative or cause requires a longer period. For events with a duration longer than one week, the applicant may request a longer duration. The CAO will review such requests on a case-by-case basis and may approve a duration of up to one (1) month, where justified.

Individuals and organizations requesting the flag flying are required to provide the flag to be raised to the CAO at least one (1) week prior to the flag raising.

Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

Notification to the media and advertising related to flag flying is the responsibility of the requesting party.

An organization's flag shall be flown no more than once per calendar year.

Organizations shall be required to submit a separate flag flying request for each occasion. The Township is not responsible for damaged or lost flags.

In the event there is a dispute between an organization and the CAO as to the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

Flags shall only be raised and lowered on those business days the Township office is open.

The Township of Blandford-Blenheim does not imply or express support for, or approval of, the politics or opinions expressed by the groups or organizations whose flag is flown in accordance with this policy.



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Sarah Matheson, Director of Corporate Services / Clerk

Reviewed by: Josh Brick, Chief Administrative Officer

Date: September 23, 2025

Council Meeting Date: October 1, 2025

Report Title: Frivolous, Vexatious, or Unreasonable Complaints Policy

Report No.: DC-25-14

Recommendation:

That Report DC-25-14 be received as information; and further,

That Council adopt the Frivolous, Vexatious or Unreasonable Complaints Policy, as attached to Report DC-25-14.

Executive Summary:

Township Staff are requesting the approval of a Frivolous, Vexatious or Unreasonable Complaints Policy. The Township intends, by these policies, to ensure that all interactions with the public are dealt with consistently, fairly, and reasonably and that staff are protected from inappropriate behaviour.

Background:

The Township is committed to providing exemplary service to all members of the public and aims to respond to service requests and complaints in an equitable, comprehensive, and timely manner.

With the passage of Bill 8, the Public Sector and MPP Accountability and Transparency Act, 2014 ("Bill 8"), the Ontario Ombudsman's oversight authority was expanded to investigate complaints at the municipal level, only after local investigations have been completed.

This Report seeks Council approval of a policy which is meant to deal with interactions that are deemed to be frivolous, vexatious or unreasonable. These terms are defined in the policy, however, for ease of reference, they are understood generally as complaints that unreasonably consume a disproportionate amount of staff time/resources, or that might be intended to embarrass, annoy, or abuse.

Staff understand the unique role that the Township has in balancing respect for its residents' *Charter* rights to freedom of thought, belief, opinion, and expression, with its obligations to staff under the *Occupational Health and Safety Act* and Common Law to provide a safe work environment free from harassment and discrimination. At the same time, the Township recognizes that dealing with frivolous, vexatious and unreasonable conduct from the public consumes a disproportionate amount of staff's time and resources and may compromise the Township's ability to:

- govern effectively;
- spend fair and equitable time and resources on other essential issues and projects; and,
- deliver excellence in customer service in an equitable, efficient, and effective manner.

Frivolous, Vexatious and Unreasonable Complaints Policies have been adopted by other municipalities in recent years. Municipalities such as City of Oshawa (2021), Town of Blue Mountains (2022), and the Township of Malahide (2024) have enacted similar policies.

Due to the potential for competing interests, it is important to establish a framework that helps both staff and the public understand the acceptable boundaries of engagement and identify appropriate responses. Any limitations placed on an individual's fundamental freedoms must be justified, clearly linked to their intended purpose, and as minimally restrictive as possible.

Analysis & Discussion:

The Frivolous, Vexatious and Unreasonable Complaint Policy is intended to guide staff in identifying situations that are consuming a disproportionate amount of staff time and resources and meet the criteria of frivolous, vexatious, or unreasonable. Some examples of this include (but are not limited to):

- unreasonable expectations for Township engagement in neighbour disputes;
- multiple lines of inquiry regarding the same issue (pursuing a complaint with Township staff in multiple departments and/or elected officials simultaneously); or,
- repeated engagement for the purpose of challenging the findings of an investigation and/or denying that an adequate response was given; or
- refusal to accept that an issue falls outside of the scope of the Township's jurisdiction (i.e. matters of a civil nature or within the jurisdiction of another governing body).

Examples of inappropriate behaviour and frivolous, vexatious, or unreasonable conduct are given in the policies, without reliance on a strict definition in order to allow some flexibility.

The proposed policy outlines actions that may be taken in such circumstances to ensure municipal resources are used effectively and efficiently for all members of the public. The policy is meant to prevent arbitrariness, while also permitting enough fluidity to allow each case to be dealt with in its own circumstances so that where restrictions are found to be justified, they can be tailored as appropriate.

The proposed policy outlines a procedure for addressing the conduct or behaviour that includes proper documentation and reporting. In the event of inappropriate conduct, the Director of the reporting staff member's division or their designate will review the information provided by staff and determine whether restrictions are warranted. In the event of frivolous, vexatious, or unreasonable conduct, the decision will be made by a panel of Senior Management Team members who will be asked to consider the information and recommendations provided by staff to determine whether restrictions are warranted.

Where restrictions are imposed, written notice is provided to the member of the public with a date of review, at which time the restrictions may be removed, extended, or modified. Should the member of the public wish to appeal the decision, they may do so in writing to the Chief Administrative Officer.

It is important to note that staff shall make every effort to meet and exceed the expectations of members of the public. It may be rare that an interaction escalates to warranting the application of the proposed policy. However, having this policy in place ensures that any restriction of the rights of the public is done fairly and in accordance with due process. It is staff's view that this policy not only provides guidance to employees, but also to the public, in determining what is considered acceptable behaviour when interacting with staff or other members of the public. The proposed policy also outlines what steps may be taken when behaviour is deemed to be frivolous, vexatious or unreasonable. It also provides any person subject to restrictions made under those policies clear avenues of review and appeal.

Strategic Priorities:

Excellence in Public Service

- Proposed policy upholds transparency and accountability in public service delivery while ensuring that staff time and resources are being used efficiently and effectively.

Financial Considerations:

None.

Respectfully submitted by:

Sarah Matheson,
Director of Corporate Services / Clerk

Appendix:

Proposed Frivolous, Vexatious and Unreasonable Complaints Policy.

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Clerks		Effective:	
Subject:	Frivolous, Vexatious or Unreasonable Complaints Policy		Policy Number:	
Approved by:				
Resolution Number:				
Date of Review:	Review Number:	Change:	Reference Section:	

Purpose:

The purpose of this policy is to address frivolous, vexatious or unreasonable requests or complaints that consume a disproportionate amount of Township staff time and resources, ultimately impeding Employees from attending to other essential issues.

The purpose of this policy is further to guide employees to identify situations that meet the criteria of frivolous, vexatious or unreasonable, and the associated actions that may be taken in such circumstances. Actions taken pursuant to this policy will ensure that municipal resources are used effectively and efficiently, while maintaining a high level of service excellence and responsiveness to all members of the public

Details:

Application:

This policy applies to all Employees of the Township of Blandford-Blenheim. This policy is not intended to deal with generally difficult requests or complaints. This policy applies to frivolous, vexatious or unreasonably persistent requests or complaints and is designed to provide members of the public and employees with the tools needed to ensure municipal resources are managed equitably for all members of the public.

This policy does not apply to:

- Complaints about Members of Council, Members of Committees of Council and Local Boards (as they are governed by the Code of Conduct for Members of Council and Local Boards and investigated by the Integrity Commissioner);
- Members of advisory and quasi-judicial committees and local and other boards;
- A function where there is a statutory or prescribed process for review, or which is governed by specific legislation;
- Complaints from employees about other employees or working conditions;

- Allegations of violations of Canada's Criminal Code.

This policy does not apply where legal action against the Township or a Township official has been threatened or commenced.

Definitions:

C.A.O.: Chief Administrative Officer of the Township of Blandford-Blenheim.

Committee Member: an individual appointed by Council to a specific Committee of Council.

Complainant: a person who is submitting a Complaint . Any person who uses or is affected by Township services can submit a Complaint including residents, visitors, businesses and community groups.

Complaint: an expression of dissatisfaction related to a Town of The Blue Mountain's program, service, facility, or staff member, where a member of the public believes that the Town has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected.

Council: the Council of the Township of Blandford-Blenheim as a whole.

Council Member: an individual member of Council, including the Mayor.

Employee: all full-time, part-time, temporary, seasonal and staff hired on a contract basis for a defined period of time, of the Township as well as students.

Feedback: an opinion or comment about a program, facility, service, or employee, by a member of the public.

Frivolous: a Complaint /Request that has no serious purpose or value or may have little merit and be trivial and is part of a pattern of conduct that amounts to an abuse of the right of access, interferes with the operations of the institution, or is made in bad faith or for a purpose other than to obtain access.

Harassment or Harass: engaging in a course of behaviour, comment or conduct, whether it occurs inside or outside the work environment, that is or ought reasonably to be known to be unwanted. It includes but is not limited to any behaviour, conduct or comment that is directed at or is offensive to another person:

- a. on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, disability, sexual orientation, marital status, or family status, as well as any other grounds under the provisions of the Human Rights Code; or
- b. which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate or ridicule the recipient.

Ombudsman: the Ombudsman of Ontario.

Request: the act of asking for something to be given or done, such as request made to the Township on behalf of a member of the public for a specific service, or to notify the Township

that a scheduled service was not provided on time. Examples include: requesting road repairs, missed garbage collection, burnt out street light, no water service, by-law infraction.

Unreasonable: a complaint/request that is likely to cause distress or disruption to the Township, its employees or other members of the public, without any proper or justified cause. Behaviour that, because of the nature or frequency of a complainant's contact with the Township, negatively affects the ability to deal with their complaints or those of others.

Vexatious: a complaint/request without merit, that is pursued in a manner that is malicious, intended to inconvenience, embarrass or harass the recipient or is a pattern of conduct by the complainant that amounts to the misuse of processes and procedures.

Procedures:

Identifying the Conduct or Behaviour

The decision to classify someone's behaviour as unreasonable, or to classify a request or complaint as frivolous or vexatious, could have serious consequences for the individual, including restricting their access to Township services, facilities, and staff. The decision may be as a result of a repeated pattern of conduct when, on several occasions, a person engages in one or more behaviours or actions identified as unreasonable, frivolous and/or vexatious, or it may be a single significant incident that requires the invocation of this policy. If an incident presents an immediate threat, contact emergency services.

Although each case must be determined in light of its own circumstances, below are examples meant to help staff identify frivolous, vexatious or unreasonable conduct. It is understood that these examples are not determinative; the list is not exhaustive, nor does any action set out in the list necessitate application of this policy.

Examples of frivolous, vexatious, or unreasonable conduct may include, but are not limited to:

- Complaints, inquiries, demands regarding an issue which staff have already investigated and determined to be groundless;
- Covertly recording meetings and conversations with the Township;
- Complaints concerning an issue which is substantially similar to an issue which staff have already investigated and determined to be groundless (i.e., with respect to the same party or same property);
- Unreasonable conduct, which is abusive of the Township's processes, including but not limited to:
 - Excessive or multiple lines of inquiry regarding the same issue (i.e., pursuing a complaint with employees in multiple departments and/or Council or Committee members simultaneously), while a complaint is being investigated or has been deemed to be groundless;
 - Repeatedly challenging the findings of a Complaint investigation, complaining about the outcome and/or denying that an adequate response was given;
 - Refusing to accept that an issue falls outside the scope of the Township's jurisdiction;
 - Making unreasonable demands on employees by, for example, insisting on responses to complaints and inquiries within an unreasonable timeframe, demanding meetings with employees without justifiable reason, excessive correspondence either to one member of Township staff in a short time frame, or to numerous employees;

- Making statements or providing representations that the complainant knows or ought to know are incorrect, or persuading others to do so;
- Demanding special treatment from employees by, for example, not following the normal chain of command and immediately demanding to speak to a manager or supervisor;
- Using new complaints to resurrect issues which were investigated and completed in previous complaints;
- Changing the basis of the complaint as the investigation progresses and/or denying statements made at an earlier stage;
- Refusing to cooperate with the investigation process while still wanting the complaint to be resolved;
- Failing to clearly identify the precise issues of the complaint, despite reasonable efforts of employees to obtain clarification of the concerns;
- Making unjustified complaints or defamatory remarks about employees in an effort to see them disciplined; or
- Providing false or misleading information.

Each situation will be considered on a case-by-case basis. The decision to classify the Complainant's conduct as frivolous, vexatious or unreasonable will be made by the relevant Manager or designate, in consultation with the Senior Management Team.

Deciding whether a Complainant's conduct is frivolous, vexatious or unreasonable requires a flexible approach, taking into account all circumstances. There are no rigid tests or criteria for deciding whether conduct is frivolous, vexatious or unreasonable. The key question is whether there is a pattern of conduct likely to cause distress, disruption, or irritation, without proper or justified cause. The decision may be made as a result of one or more behaviours identified as frivolous, vexatious or unreasonable. Staff must establish, through documented words and/or actions of the Complainant (i.e., Emails, letters, posts on social media, photographs, voicemails, and staff notes reporting a conversation or incident), that the conduct of the Complainant is frivolous, vexatious or unreasonable, before applying the restrictions outlined in this policy.

Responsibilities

Employees:

Employees are to have knowledge and understanding of the purpose of receiving complaints, the process through which a complaint can be made and the service standards that apply to complaints. They are to be aware of this policy and any accompanying guidelines and protocols.

Directors, Managers and Supervisors:

Directors, Managers and Supervisors are responsible for ensuring that relevant Employees are aware of and trained on this policy and any accompanying guidelines and protocols.

Municipal Clerk:

The Township Clerk is responsible to consult with ~~contracted Legal Services~~ and the C.A.O. in the application of the policy.

Senior Management Team:

Senior Management Team is responsible for ensuring this policy is applied organization-wide and adhered to by all Employees of the Township and for clarifying and resolving any ambiguity, which may exist within this policy.

Members of Council and Committees:

Members of Council and Committees will consult with the C.A.O. and the Integrity Commissioner, if necessary, regarding cases of unreasonable behaviour and/or frivolous and vexatious action that the Member wishes to address, as described in this policy. Upon being consulted by a Member of Council or Committees, the Integrity Commissioner shall provide advice to the Member respecting any proposed action under this policy as it relates to the Member's obligations under the Code of Conduct for Members of Council.

Customers/ Members of the Public:

Customers / Members of the Public are asked to recognize that the Township must consider the needs of the whole community. They are to provide honest and respectful communication with a goal to improving services.

Legislative Overview

The *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, provides that a request for information may be denied if, on reasonable grounds, it is found to be frivolous or vexatious.

The Township has a general legislated duty under the *Occupiers' Liability Act*, R.S.O. 1990, c 0.2, to take such care, as in all the circumstances is reasonable, for any persons entering on its premises, and the property brought on the premises are reasonably safe. The Township has further duties under the *Occupational Health and Safety Act*, R.S.O. 1990, c 0.1, to address workplace violence and harassment and to:

- make reasonable efforts to provide a safe, healthy working environment for its Employees;
- ensure that all persons on the property are reasonably safe while on the premises; and,
- make reasonable efforts to provide for the safety of all Council, Employees, and the public in Township operations and in public use of Township facilities.

Addressing the Conduct or Behaviour

1. Employee Review

In the event suspected frivolous, vexatious or unreasonable conduct is experienced or observed, the Employee will consult with their Manager or Supervisor providing any supporting materials identifying the nature of the conduct including, as appropriate:

- The number of requests and complaints made by the Complainant and the status of each;
- The length of time that Employees have been in contact with the Complainant, including the time and resources invested in the issue(s);
- The history of the interactions (where appropriate) and the amount of correspondence that has been exchanged with the Complainant;
- A summary of the steps taken by Employees to resolve the issue;
- The nature of the Complainant's behaviour.

Employees may choose to contact their Manager or Supervisor for assistance prior to a pattern of conduct being established if the Complainant's behaviour is of concern.

2. Manager/Supervisor Review

- Review the information provided by Employees and determine in a timely manner to determine whether:
 - The Request has been dealt with properly and in line with the relevant procedures;
 - Employees have made reasonable efforts to satisfy or resolve the request;
 - That the Complainant is not presenting new material or information that demonstrates there is an issue within the scope of Township services and/or jurisdiction.
 - Determine if the Complainant's conduct warrants the application of restrictions; and
 - Work with Employees and the Director to determine appropriate restrictions, how to inform the Complainant of the restrictions and determine a review date for removing, modifying, or continuing restrictions.
3. A panel of the Senior Management Team (or their appropriate designates) consisting of no less than 2 persons, not including the Manager/Supervisor, will review the information provided by Employees, as well as the determination by the Manager/Supervisor with respect to proposed restrictions and review date, and determine whether:
- The Request has been properly investigated;
 - Communication with the Complainant has been adequate;
 - The proposed restrictions and proposed review date are justified in light of the circumstances;
 - The Complainant is not attempting to provide any significant new information that would warrant further Employee engagement; and,
 - Any restriction(s) placed on an individual on behalf of a Council or Committee Member under this policy shall be administered by the C.A.O

Application of Restrictions and Notice

When a decision has been made to classify the Complainant's conduct as frivolous, vexatious or unreasonable, the Complainant (where possible and appropriate) will receive written notification from the Township's Clerks Department, with a copy to Members of Council, the C.A.O., and the Senior Management Team, detailing:

- The reasons for the decision;
- The restrictions to be applied;
- The review date; and
- What it means for the Complainant's contact with the Township.

Restrictions available under this policy for frivolous, vexatious or unreasonable conduct shall be tailored to deal with the individual circumstances of each case and may include, but are not limited to:

- A letter of warning may be issued to the Complainant for any conduct that is in violation of this policy;
- Limiting the Complainant to a particular point of contact at the Township (where appropriate);
- Limiting the Complainant's correspondence with Employees to a particular format only (i.e.. email only), time (i.e. phone calls only at specific times and days of the week) or duration (i.e. conversations may last no longer than 10 minutes), this may include technological or electronic limiters, such as muting or blocking on social media, email

filters, and automatic telephone redirects;

- Requiring that the Complainant only contact the Township through a third-party agent, such as a solicitor, counsellor, family member or friend;
- Requiring any face-to face interactions between the Complainant and Employees to take place in the presence of an appropriate witness and/or police;
- Requiring that the Complainant produce full disclosure of documentation or information before Employees will further investigate a complaint ;
- Instructing Employees not to respond to further correspondence from the Complainant regarding the complaint or a substantially similar issue;
- Instructing Employees not to investigate any complaints regarding an issue that has already been investigated, or which is substantially similar to an issue which has already been investigated;
- Instructing Employees to significantly reduce or completely cease responding to further complaints and correspondence from the Complainant;
- Instructing Employees to close a matter;
- Limiting or regulating the Complainant's use of municipal services (i.e., community centres, libraries, registration in programs, access to technology systems, etc.);
- Refusing the Complainant access to any municipal buildings except by appointment or scheduled delegations at public meetings of Council;
- Informing the Complainant that further contact on the matter will not be acknowledged or replied to;
- Pursuing legal action; and/or
- Any other actions deemed appropriate by the panel of Senior Management Team members.

Review of Restrictions

The Complainant shall have thirty (30) days from the date they receive notice of any restrictions to submit a written appeal to the C.A.O., outlining the reasons for the appeal. Upon receiving the appeal, the C.A.O. has fifteen (15) days to either confirm, rescind, or amend the restrictions, review date, extension, or any modifications.

All restrictions imposed under this policy must include a review date. This date is determined by the Department Head or their designate, based on the specific circumstances of the case. In cases involving severe conduct or a demonstrated pattern of problematic behaviour, the review date may be set for ninety (90) days or more from the start of the restrictions.

The relevant Manager or Direct Supervisor will review the Complainant's status on or before the review date and will communicate the outcome in writing.

If necessary, and in consultation with the Senior Management Team, the Manager or Supervisor may extend the restrictions beyond the review date. In such cases, the Complainant will be notified in writing of the extension, the reasons for it, and the new review date.

If the Complainant receives notice of an extension or modification, they again have thirty (30) days to appeal by submitting a written letter to the C.A.O., stating their reasons. The C.A.O. must respond within fifteen (15) days, either confirming, rescinding, or amending the restrictions, review date, extension, or modifications.

Failure by the Complainant to comply with the imposed restrictions may result in further restrictions, as determined through review in accordance with this policy.

If a complaint cannot be resolved under this policy, it may be referred to the Ombudsman's office.

New Complaints

Complaints on a separate or new issue from a Complainant who has come under this policy will be treated on their individual merits. The C.A.O., in consultation with the Clerks Department, will decide if any restrictions, which are currently in effect, should be applied to the new complaint.

Record Retention

Staff are responsible for maintaining detailed records of their interactions (emails, notes of telephone conversations, and notes of in-person discussions) in order to justify any action being taken to restrict the Complainant's access to the Township. Records must be retained in accordance with the Township's Records Retention Policy.

Exclusions

This policy applies to all requests and complaints made by members of the public unless:

- Where a meeting is covered under the Procedural By-law, the procedures established under that By-law take precedence over this policy.
- Complaints made to the Township's Integrity Commissioner under the Township's Code of Conduct are not subject to this policy.

Nothing in this policy is meant to conflict with the Township's Workplace Violence & Harassment Policy.

Consequences of Non-Compliance

Non-compliance with the Frivolous, Vexatious and Unreasonable Complaints Policy may result in the complaint being filed with the Ontario Ombudsman for investigation.

Consequences must be commensurate with the severity of non-compliance.

Review Cycle

This policy will be reviewed once per term of Council or as required based on revisions to corporate practices or governing legislation.

BY-LAW NUMBER **2515-2025**

Being a By-law to confirm the proceedings of Council.

WHEREAS by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

AND WHEREAS by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on October 1st, 2025 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 1st day of October, 2025.

By-law read a third time and finally passed this 1st day of October, 2025.

Mark Peterson, Mayor

Sarah Matheson, Clerk